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URBAN MUNICIPAL

Oct 21 - Nov 18

AGENDAS/MINUTES OF THE MEETING
OF THE HAMILTON ENTERTAINMENT
AND CONVENTION FACILITIES BOARD
OF DIRECTORS



CA40N HBL U89
A35
Hamilton
Entertainment
and Convention
Facilities Inc.

*
*
* 101 York Boulevard
* Hamilton, Ontario
* Canada L8R 3L4
* Tel. 416/527-7900

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

CA40N HBL U89
A35
1988

MEETING OF THE BOARD OF DIRECTORS

Friday, October 21, 1988

8:00 A.M.

COPPS COLISEUM

Hamilton Room

REGULAR AGENDA

1. Chairman's Remarks
2. Correspondence
3. Minutes of September 16, 1988 Attachment 2
 - 3.1 Errors or Omissions
 - 3.2 Motion to Approve
4. Business Arising From the Minutes
5. Committee Reports/Minutes
 - 5.1 Executive Committee Eighth Report Attachment 5.1
 - 5.1.1 Executive Committee Minutes of September 7, 1988 Attachment 5.1.1
 - 5.2 Copps Coliseum Committee Ninth Report Attachment 5.2
 - 5.2.1 Copps Coliseum Committee Minutes of August 24, 1988 Attachment 5.2.1
 - 5.3 Hamilton Convention Centre Committee Eighth Report Attachment 5.3
 - 5.3.1 Hamilton Convention Centre Committee Minutes of July 29, 1988 Attachment 5.3.1

Regular Agenda
October 21, 1988
Page 2

- | | | |
|-------|--|------------------|
| 5.4 | Hamilton Place Committee Sixth Report | Attachment 5.4 |
| 5.4.1 | Hamilton Place Marquee | Verbal |
| 5.4.2 | Hamilton Place Committee Minutes of
August 25, 1988 | Attachment 5.4.2 |

6. New Business

- | | | |
|-----|---------------------------------|----------------|
| 6.1 | Resignation of Mr. Bill Penfold | Attachment 6.1 |
|-----|---------------------------------|----------------|

7. Other Business

8. Date of Next Meeting

Friday, November 18, 1988
8:00 A.M.

9. Adjournment

Unfinished Business

1. Trade Centre Arena Foundation - Possible Amalgamation with
Hamilton Place Foundation
2. Development of Policy in Respect of Promotions and Co-Promotions

Patricia Bennett
Secretary to the Board of Directors
October 17, 1988

Project Number
November 11, 1954
Page 2

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY
WASHINGTON, D. C. 20250
OFFICE OF THE ASSISTANT SECRETARY
November 11, 1954

Dear Sir:

Reference is made to your letter of November 10, 1954.

Very truly yours,

W. L. Rouse

W. L. Rouse
November 11, 1954
P. M.

Enclosure

Very truly yours,

W. L. Rouse
November 11, 1954
P. M.

W. L. Rouse
November 11, 1954
P. M.

2. Minutes of September 16, 1988

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

Friday, September 16, 1988
8:00 A.M.

HAMILTON CONVENTION CENTRE
Webster

REGULAR MINUTES

PRESENT: Alderman B. Hinkley, Chairman
Alderman R. Wheeler
Mayor R. Morrow
Mr. T. Casey
Mr. S. Cino
Mr. W. McFarland
Mr. D. Beattie
Mrs. M. Dow

ALSO PRESENT: Mr. B. Conacher
Mr. W. Penfold
Mr. T. Burrows
Mr. J. Leuser
Mr. B. Calder

REGRETS: Alderman T. Murray
Alderman J. Gallagher
Mr. F. DeNardis
Dr. C. Bart
Mr. N. Levitt

MEDIA: Ms. Jane Coutts, The Spectator

1. Chairman's Remarks

The Chairman called the meeting to order at 8:12 a.m. Alderman Hinkley opened the meeting by reporting that the 1991 World Junior Hockey Championship has been awarded to Canada and recommended that HECFI bid for the series. It was

MOVED by Mr. Casey, seconded by Mrs. Dow that

THE COPPS COLISEUM COMMITTEE PREPARE A BID ON BEHALF OF HECFI FOR THE 1991 WORLD JUNIOR HOCKEY TOURNAMENT; A PROGRESS REPORT TO BE PRESENTED TO THE FULL BOARD OF DIRECTORS.

MOTION CARRIED.

The Chairman congratulated Mr. T. Casey in respect of his recent appointment to the Construction Industry Development Council for Canada.

2. Correspondence

The following correspondence was received:

- 2.1 August 24th Correspondence from Alzheimer Society;
- 2.2 September 23, 1988 Correspondence from Mr. R.I. Jenkins, Economic Development Coordinator, The City of London, Ontario.

MOVED by Mr. Cino, seconded by Mr. Casey that

THE ABOVE CORRESPONDENCE BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

3. Minutes of July 15, 1988

MOVED by Alderman Wheeler, seconded by Mr. Cino that

THE MINUTES OF JULY 15, 1988 BE APPROVED.

MOTION CARRIED.

4. Business Arising From the Minutes

Nil

5. Committee Reports/Minutes

5.1 Executive Committee Sixth Report

MOVED by Mr. McFarland, seconded by Alderman Wheeler that

THE EXECUTIVE COMMITTEE SIXTH REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATIONS RATIFIED:

THE COPPS COLISEUM COMMITTEE SEVENTH REPORT BE APPROVED (see Item 5.3).

THE HAMILTON CONVENTION CENTRE COMMITTEE SEVENTH REPORT BE APPROVED (see Item 5.5).

THAT THE COST TO FINANCE THE SUPPLY AND DELIVERY OF ONE CENTRIFUGAL WATER CHILLER FOR CITY HALL, IN THE TOTAL AMOUNT OF \$93,042. BE FINANCED FROM WORK-IN-PROGRESS EXPENDITURE ACCOUNT NUMBER 0408-A25115, INSTALL NEW CHILLER - CITY HALL.

THAT THE COST TO FINANCE THE CONSTRUCTION OF THE KITCHEN EXPANSION FOR THE HAMILTON CONVENTION CENTRE IN THE TOTAL AMOUNT OF \$58,480. BE FINANCED FROM WORK-IN-PROGRESS EXPENDITURE ACCOUNT NUMBER 0408-K72921, KITCHEN ADDITION.

THAT MANAGEMENT BE AUTHORIZED TO OBTAIN TEN (10) TICKETS FOR THE CFL HALL OF FAME DINNER ON SEPTEMBER 17, 1988 AT A COST OF \$500.

It was clarified that when tickets are purchased for a particular event, i.e. CFL Hall of Fame Dinner, the purchase will be on behalf of HECFI; not a particular Board Committee, or individual.

Alderman Wheeler clarified that the correct name is The **Canadian** Football Hall of Fame.

THAT THE WRITTEN REQUEST SUBMITTED BY MR. DANIEL SOUTHERN, RESIDENT CRUSADE DIRECTOR FOR THE GOLDEN HORSESHOE BILLY GRAHAM CRUSADE, FOR SUBSIDIZATION OF PARKING 200 CHURCH BUSES AND APPROXIMATELY 1550 CARS (AT AN ESTIMATED

MAXIMUM COST OF \$99,190.), FROM OCTOBER 24TH TO 30TH, 1988 INCLUSIVE, BE DENIED; and THAT MANAGEMENT SUBMIT A REPORT TO THE NEXT HECFI EXECUTIVE COMMITTEE RELATIVE TO WHAT PARKING IS ESSENTIAL FOR THE BILLY GRAHAM CRUSADE AND CONTINUE EVERY EFFORT TO ASSIST THE ORGANIZATION IN LOCATING FREE PARKING.

MOTION CARRIED.

The following items were received for information:

- (i) Director of Finance & Administration's Report;
- (ii) Marketing Services Report;
- (iii) Consolidated Unaudited Operating Results for the Six Month Period Ended June 30, 1988 for HECFI and CUP;
- (iv) Financial Analysis of Special Events Subsidy Reserve.

5.1.1 Executive Committee Minutes of July 6, 1988

MOVED by Mr. McFarland, seconded by Mr. Cino that

THE EXECUTIVE COMMITTEE MINUTES OF JULY 6, 1988 BE RECEIVED.

MOTION CARRIED.

Alderman Hinkley reiterated the recommendation that the Hamilton Convention Centre display window situated across from the Art Gallery be used in a professional manner.

5.2 Executive Committee Seventh Report

MOVED by Mr. Cino, seconded by Mr. Casey that

THE EXECUTIVE COMMITTEE SEVENTH REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THAT 500 PARKING PASSES FOR CARS (LIMITED TO ONE ENTRANCE AND ONE EXIT PER DAY) BE GRANTED TO THE GOLDEN HORSESHOE BILLY GRAHAM CRUSADE EXECUTIVE AT A COST OF \$17,500. AND THAT SPACE

BE MADE AVAILABLE AT THE NAPIER STREET PARKING LOT TO PARK 35 BUSES PER DAY FOR FIVE (5) DAYS; OCTOBER 26TH, 27TH, 28TH, 29TH, 30TH, 1988 AT A COST OF \$1,750.; and THAT MR. JOHN T. CRANE, DIRECTOR OF COPPS COLISEUM, AND MR. BRAD CALDER, PLANT AND BUILDING OPERATIONS MANAGER, CONTINUE EFFORTS TO SOLVE THE PROBLEM OF ACCOMMODATION FOR BUSES FOR THIS AND OTHER FUTURE EVENTS.

THAT AN APPROPRIATION OF \$50,000. FOR DESIGN FEES BE ESTABLISHED WITHIN THE TOTAL APPROPRIATION OF \$250,000. FOR WORK-IN-PROGRESS EXPENDITURE ACTIVITY ACCOUNT NUMBER 0408-U3289, IMPROVEMENTS TO RETAIL SPACE-COPPS COLISEUM.

THAT THE COST TO FINANCE THE CONSTRUCTION OF TWO (2) ADDITIONAL WASHROOMS IN THE ADMINISTRATION OFFICE AREA OF COPPS COLISEUM AT THE TOTAL COST OF \$25,821. BE FINANCED FROM WORK-IN-PROGRESS EXPENDITURE ACCOUNT NUMBER 0408-K82522, ADMINISTRATION OFFICE EXPANSION.

THAT THE COST TO FINANCE THE RENOVATIONS TO THE ACOUSTIC PANEL CEILING SYSTEM IN THE CLUB LOUNGE AREA OF COPPS COLISEUM IN THE TOTAL AMOUNT OF \$22,800. BE FINANCED FROM WORK-IN-PROGRESS EXPENDITURE ACCOUNT NUMBER 0408-U32575, UPGRADING OF LOUNGE.

THAT THE CITY EXECUTIVE COMMITTEE BE REQUESTED TO RECOMMEND TO CITY COUNCIL:

- (A) APPROVAL TO PROCEED WITH THE CAPITAL PROJECT TO REPAIR THE HAMILTON PLACE ROOF AT AN ESTIMATED COST OF \$349,000; and
- (B) THAT THIS PROJECT BE FINANCED FROM HECFI'S RESERVE FOR CAPITAL PROJECTS, ACCOUNT NO. 0280-48.

THAT MS. PATRICIA BENNETT BE AUTHORIZED AS A REPRESENTATIVE OF HECFI TO ATTEND A MEETING ON THURSDAY, SEPTEMBER 22, 1988 FROM 12:00 NOON TO 2:00 P.M. AT THE HAMILTON PUBLIC LIBRARY TO DISCUSS THE FEASIBILITY OF THE ESTABLISHMENT

**OF A MUNICIPAL ARCHIVE AND SUBMIT A WRITTEN
REPORT ON THE MEETING TO THE HECFI EXECUTIVE
COMMITTEE.**

MOTION CARRIED.

The following items were received for information:

- (i) Director of Finance & Administration's Report;
- (ii) Marketing Services Report;
- (iii) Consolidated Unaudited Operating Results for the Seven Month Period Ended July 31, 1988 for HECFI and CUP;
- (iv) Committee Reports for Copps Coliseum and Hamilton Place.

5.2.1 Executive Committee Minutes of August 10, 1988

MOVED by Alderman Wheeler, seconded by Mr. Cino that

**THE EXECUTIVE COMMITTEE MINUTES OF AUGUST 10, 1988
BE RECEIVED.**

MOTION CARRIED.

5.3 Copps Coliseum Committee Seventh Report

MOVED by Mr. Beattie, seconded by Mr. Casey that

**THE COPPS COLISEUM COMMITTEE SEVENTH REPORT,
INCLUDING THE FOLLOWING RECOMMENDATIONS, BE
RATIFIED (recommendations were approved by the
HECFI Executive Committee at its August 10, 1988
meeting):**

**THAT THE TERM OF REFERENCE FOR COPPS COLISEUM
AND THE CENTRAL UTILITIES PLANT BE ADOPTED AS
AMENDED.**

**THAT THE REPORT ENTITLED COPPS COLISEUM-
PLAQUE TO ACKNOWLEDGE CORPORATE AND INDIVIDUAL
DONATIONS TO COPPS COLISEUM AS SUBMITTED BY
THE DIRECTOR OF COPPS COLISEUM DATED 1988 JULY
20, BE APPROVED.**

THAT A PURCHASE ORDER BE ISSUED TO MARLEY CANADIAN INC., BRAMPTON, ONTARIO, IN THE AMOUNT OF \$12,325. TO SUPPLY ALL LABOUR AND MATERIAL TO REPAIR ONE OF TWO COOLING TOWERS AT CITY HALL IN ACCORDANCE WITH VENDOR'S QUOTATION DATED 1988 JUNE 16.

THAT THE TENDER SUBMITTED BY TRANE CANADA INC. FOR THE SUPPLY AND DELIVERY OF ONE CENTRIFUGAL WATER CHILLER FOR CITY HALL, IN THE TOTAL AMOUNT OF \$93,042. BE ACCEPTED AND THAT THE HECFI EXECUTIVE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

THAT COPPS COLISEUM BE CONSIDERED AS THE SITE TO HOST THE 1991 LABATT BRIER ON FEBRUARY 25TH TO MARCH 11TH, 1991 IN ADDITION TO THE PREVIOUSLY APPROVED DATES OF FEBRUARY 24TH TO MARCH 9TH, 1992 BE APPROVED.

MOTION CARRIED.

The following items were received for information:

- (i) The Director to continue to negotiate with J. J. Barnicke Ltd. in respect of the leasing of retail space;
- (ii) Status Report on Confirmed Events/Performances at Copps Coliseum, August 1988 - November 1988;
- (iii) Marketing Services Report - July, 1988;
- (iv) Client Evaluation Form and Comment Cards;
- (v) Consolidated Unaudited Operating Results for HECFI for the Six Month Period Ended June 30, 1988;
- (vi) Unaudited Operating Results for The Central Utilities Plant for the Six Month Period Ended June 30, 1988;
- (vii) The report, Volume Concession Services Inc.- Price Review was referred back to Volume Concession Services Inc. for revision, in particular addressing the page entitled "Alcoholic Beverages";
- (viii) The report, Copps Coliseum Dining Room;
- (ix) The report, Complimentary Tickets - Copps Coliseum;

- (x) The report from the Director of Copps Coliseum.

5.3.1 Copps Coliseum Committee Minutes of June 22, 1988

MOVED by Mr. Beattie, seconded by Mr. Cino that

THE COPPS COLISEUM COMMITTEE MINUTES OF JUNE 22, 1988 BE RECEIVED.

MOTION CARRIED.

5.4 Copps Coliseum Committee Eighth Report

MOVED by Mr. Beattie, seconded by Mr. McFarland that

THE COPPS COLISEUM COMMITTEE EIGHTH REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THE COPPS COLISEUM COMMITTEE MINUTES OF JULY 27, 1988 BE ADOPTED AS AMENDED.

THAT THE PROPOSED FOOD AND NON-ALCOHOLIC BEVERAGE PRICES, AS DETAILED IN A REPORT ENTITLED VOLUME CONCESSION SERVICES INC.-PRICE REVIEW DATED 1988 AUGUST 17 BY MESSRS. J. CRANE AND B. SMITH BE APPROVED; and THAT ITEM #7, PAGE 2, OF THE REPORT UNDER "BACKGROUND", BE DELETED.

THAT J. J. BARNICKE LIMITED BE RETAINED AS THE LEASING AGENT FOR THE RETAIL SPACE AVAILABLE WITHIN COPPS COLISEUM AT A FEE OF FIVE (5%) PERCENT OF THE FIRST YEAR'S NET RENTAL AND TWO (2%) PERCENT OF EACH SUBSEQUENT YEAR'S NET RENTAL TO AN UPSET TOTAL AMOUNT OF \$98,825. AND THAT AN ALLOWANCE OF \$50,000. BE CREATED AND UTILIZED FOR DESIGN FEES NECESSARY TO COMPLETE THE AREA SUITABLE FOR USE AND THAT THE HECFI EXECUTIVE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

THAT A QUANTITY OF FIFTY (50) "BOOSTER" CHAIRS BE PURCHASED AND MADE AVAILABLE, UPON REQUEST, FOR SMALL CHILDREN SEATED ON FLOOR CHAIRS ONLY, WHILE ATTENDING EVENTS IN COPPS COLISEUM.

THAT THE QUOTATION SUBMITTED BY FALLA CONSTRUCTION LTD. FOR RENOVATIONS TO THE ACOUSTIC PANEL CEILING SYSTEM IN THE CLUB LOUNGE AREA OF COPPS COLISEUM IN THE TOTAL AMOUNT OF \$22,800. BE ACCEPTED.

THAT THE HOLDBACK MONIES RETAINED TO DATE BY THE CORPORATION OF THE CITY OF HAMILTON, TREASURY DEPARTMENT, IN THE TOTAL AMOUNT OF \$32,291. BE RELEASED TO THE CONTRACTOR, NAMELY, STEEL ART SIGNS LTD., SUBJECT TO A LIEN SEARCH BEING CONDUCTED BY THE CITY SOLICITOR'S DEPARTMENT AND APPROVAL OF THE TREASURY DEPARTMENT, BE APPROVED.

THAT THE QUOTATION SUBMITTED BY ID DEVELOPMENT FOR ALL LABOUR, MATERIALS AND EQUIPMENT NECESSARY TO CONSTRUCT TWO (2) ADDITIONAL WASHROOMS IN THE ADMINISTRATION OFFICE AREA OF COPPS COLISEUM IN THE TOTAL AMOUNT OF \$25,821. BE ACCEPTED AND THAT THE HECFI EXECUTIVE COMMITTEE RECOMMEND THE METHOD OF FINANCING; and THAT THIS PROJECT BE CLOSELY MONITORED TO ENSURE THE WORK IS CARRIED OUT IN A PROPER MANNER; and THAT ID DEVELOPMENT BE MADE AWARE OF THE CITY'S FAIR WAGE POLICY; and THAT A REPORT ON THE COMPLETED WORK BE SUBMITTED TO THE COPPS COLISEUM COMMITTEE UPON COMPLETION OF THE PROJECT.

MOTION CARRIED.

The following items were received for information:

- (i) The report, Volume Concession Services Inc. - Price Review, dated August 17, 1988 was tabled; management was requested to present to the next Committee meeting a report outlining rationalization for price increases, etc.; #7, page 2, Background, to be deleted;

- (ii) No action was taken in respect of the installation of a safety rail/barrier at the front of the disabled seating spaces, inside perimeter of the Concourse level;
- (iii) The status report on confirmed Events/Performances at Copps Coliseum, September 1988 - December 1988;
- (iv) Marketing Services Report - August 1988;
- (v) Client Evaluation Form and Comment Cards;
- (vi) Consolidated Unaudited Operating Results for HECFI for the Seven Month Period Ended July 31, 1988;
- (vii) Unaudited Operating Results for The Central Utilities Plant for the Seven Month Period Ended July 31, 1988;
- (viii) A formal presentation to the Committee in respect of Display Advertising from the Managing Director/CEO is forthcoming.

5.4.1 Copps Coliseum Committee Minutes of July 27, 1988

MOVED by Mr. McFarland, seconded by Mr. Beattie that

THE COPPS COLISEUM COMMITTEE MINUTES OF JULY 27, 1988 BE RECEIVED.

MOTION CARRIED.

It was noted that Mr. Beattie was listed in both the "Present" and "Regrets" portions of the minutes; Mr. Beattie should be listed only in the "Regrets" section. The Committee Secretary will be advised.

5.5 Hamilton Convention Centre Committee Seventh Report

MOVED by Alderman Wheeler, seconded by Mrs. Dow that

THE HAMILTON CONVENTION CENTRE COMMITTEE SEVENTH REPORT, INCLUDING THE FOLLOWING RECOMMENDATIONS, BE RATIFIED (recommendations were approved by the HECFI Executive Committee at its August 10th Meeting):

THAT APPROVAL BE GRANTED FOR THE HAMILTON CONVENTION CENTRE TO ACCEPT THE TENDER OF FALLA CONSTRUCTION LTD. TO CARRY OUT THE CONSTRUCTION OF THE KITCHEN EXPANSION AT THE CONVENTION CENTRE FOR A LUMP SUM PRICE OF \$58,480. INCLUDING ALL FEDERAL AND PROVINCIAL TAXES.

THAT APPROVAL BE GRANTED FOR THE HAMILTON CONVENTION CENTRE TO WORK TOGETHER WITH THE BOARD OF DIRECTORS OF THE HAMILTON GALLERY OF DISTINCTION BOARD IN ESTABLISHING A "WALL OF DISTINCTION" ON THE NORTH WALL OF THE FOYER OUTSIDE CHEDOKE HALL. A DELEGATION FROM THE GALLERY OF DISTINCTION ATTENDED THE MEETING AND THE COMMITTEE WERE IN AGREEMENT THAT THE MATTER SHOULD, FOLLOWING APPROVAL, GO AHEAD AT NO COST TO THE CENTRE.

MOTION CARRIED.

The following items were received for information:

- (i) Alderman R. Wheeler was appointed Chairman of the Committee (Mr. Yates has resigned from the HECFI Board) and Mr. N. Levitt appointed Vice-Chairman;
- (ii) The Director was instructed to liaise further with the Director of the Parking Authority in respect of parking for convention delegates;
- (iii) Director's Report for June, 1988;
- (iv) Correspondence and Comment Cards;
- (v) Client Evaluations;
- (vi) Unaudited Operating Results - Six Month Period to June 30, 1988;
- (vii) The roof will be repaired at a cost of between \$1,000. and \$3,000.;
- (viii) It was clarified that no Board action is required in respect of a "change in decor" unless structural alterations to the building are required;
- (ix) A six month trial of a 32" information machine at no cost to the facility was approved. HCC will retain a 10% commission and the Centre will retain two

- spaces for its own use;
- (x) The feasibility of a Tuck Shop will be investigated by management;
- (xi) Management was instructed to write to the City's Executive Committee reporting the problems being encountered in the HCC stairwells leading to the parking lot from King Street (presumably because there are no public washrooms in the vicinity);
- (xii) Management was instructed to arrange an appreciation dinner for Mr. T. Yates.

5.5.1 Hamilton Convention Centre Minutes of June 24, 1988

MOVED by Alderman Wheeler, seconded by Mrs. Dow that

THE HAMILTON CONVENTION CENTRE MINUTES OF JUNE 24, 1988 BE RECEIVED.

MOTION CARRIED.

5.6 Hamilton Place Committee Sixth Report

MOVED by Mr. Cino, seconded by Mr. Casey that

THE HAMILTON PLACE COMMITTEE SIXTH REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATION ENDORSED:

THAT SCHREIBER BROTHERS OF HAMILTON SHOULD BE AWARDED THE CONTRACT FOR ROOF REPLACEMENT AT HAMILTON PLACE AND THAT THE PROJECT REQUIREMENTS IN EXCESS OF THE APPROVED CAPITAL BUDGET ALLOCATION SHOULD BE FINANCED OUT OF THE RESERVE FUND.

MOTION CARRIED.

The following items were received for information:

- (i) Messrs. Burrows and Penfold will meet with Mrs. Dow in order to formulate a presentation to the Board in respect of a dinner/theatre package at Hamilton Place;

- (ii) It is anticipated that carpet installation will take place before December;
- (iii) CHCH has agreed to co-sponsor two musicals in the coming months;
- (iv) Marketing Services Reports for July and August;
- (v) The Committee received correspondence from Mayor Morrow in respect of the establishment of a piano display and/or museum at Hamilton Place; the Committee agreed that a temporary display was feasible but that due to space limitations a permanent museum is not possible. The Director of Hamilton Place to refer the issue to the Historical Board.

Further discussion ensued at the full Board level; Mayor Morrow clarifying that a temporary display should be considered by the Committee; and, as well, that the Committee should reconsider the acquisition of a classical organ for Hamilton Place Theatre.

- (vi) Director of Finance & Administration reports for July and August.
- (vii) Hamilton Place Marquee (the following discussion and motion took place at the full Board Meeting)

Mr. Burrows presented both the original rendering of the proposed Hamilton Place Marquee and the second, revised rendering; both completed by Burton Kramer Associates. Mr. Burrows advised that the Hamilton Place Committee did not reach a consensus in the selection process and invited Board Members to comment. During the discussion which followed, Board Members generally agreed that the second, revised rendering was too subdued. The issue will be referred back to the Hamilton Place Committee for recommendation following input by the City's Executive Committee. It was

MOVED by Alderman Wheeler, seconded by Mr. Cino that

THE TWO PROPOSED RENDERINGS FOR THE HAMILTON PLACE MARQUEE BE SUBMITTED TO THE CITY'S EXECUTIVE COMMITTEE FOR COMMENT.

MOTION CARRIED.

All HECFI Board Members will be invited to attend the City's Executive Committee in order to take part in the discussion. Mr. T. Burrows will provide an information sheet to accompany the renderings.

5.6.1 Hamilton Place Committee Minutes of June 23, 1988

MOVED by Mr. Cino, seconded by Mr. Casey that

THE HAMILTON PLACE COMMITTEE MINUTES OF JUNE 23, 1988 BE RECEIVED.

MOTION CARRIED.

6. New Business

7. Other Business

8. In-Camera Motions

THE IN-CAMERA SESSION BE CONVENED AT 9:25 A.M.

THE IN-CAMERA MINUTES OF JULY 15, 1988 BE APPROVED.

THE EXECUTIVE COMMITTEE IN-CAMERA REPORT OF AUGUST 10, 1988 BE APPROVED AND THE FOLLOWING RECOMMENDATIONS BE RATIFIED:

THAT THE JOINT STATEMENT (NEWS RELEASE) AND THE REPORT AS PREPARED AND AMENDED BY BRIAN K. CONACHER, MANAGING DIRECTOR/CEO BE CIRCULATED TO THE PRESS/MEDIA.

THAT AFTER REVIEW AND DISCUSSION AT A JOINT MEETING OF THE HECFI EXECUTIVE COMMITTEE AND THE COPPS COLISEUM COMMITTEE THAT HECFI ACCEPTS WITH REGRET THE DECISION OF THE HAMILTON STEELHAWKS MAJOR JUNIOR "A" HOCKEY CLUB TO DISCONTINUE TO PLAY THEIR HOCKEY GAMES

IN COPPS COLISEUM.

THE COPPS COLISEUM COMMITTEE IN-CAMERA REPORT OF JULY 27, 1988 BE APPROVED.

THE HAMILTON CONVENTION CENTRE COMMITTEE IN-CAMERA REPORT OF JULY 29, 1988 BE APPROVED.

THAT MANAGEMENT AND ALDERMAN HINKLEY NEGOTIATE AND USE THEIR DISCRETION TO ASCERTAIN THE FINAL AMOUNT FOR PAYMENT REGARDING SERVICES RENDERED IN RESPECT OF THE JAMES F. HICKLING ACCOUNT AND TO COMPLETE THIS MATTER.

THE EXECUTIVE COMMITTEE IN-CAMERA MINUTES OF JULY 6, 1988 BE RECEIVED.

THE EXECUTIVE COMMITTEE IN-CAMERA REPORT OF SEPTEMBER 7, 1988 BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THAT UP TO A MAXIMUM OF \$8,000. BE GRANTED TO THE 1991 LABATT BRIER BID ORGANIZING COMMITTEE FOR THE PURPOSE OF PREPARING THE BID BOOK.

THE EXECUTIVE COMMITTEE IN-CAMERA MINUTES OF AUGUST 10, 1988 BE RECEIVED.

THE COPPS COLISEUM COMMITTEE IN-CAMERA REPORT OF JULY 27, 1988, INCLUDING THE FOLLOWING RECOMMENDATIONS, BE RATIFIED (recommendations were approved by the HECFI Executive Committee at its August 10, 1988 meeting):

THAT ITEM 5.1 ENTITLED "COPPS COLISEUM COMMITTEE IN-CAMERA MINUTES OF MARCH 23, 1988" READING, "MR. LEUSER ADVISED THAT MR. CONACHER HAD THE FLEXIBILITY WITHIN EITHER BUDGET. HE STATED THAT PROPER PROCEDURE WAS FOLLOWED, I.E. EXPENDITURES UP TO \$10,000. DO NOT REQUIRE BOARD APPROVAL." BE AMENDED TO READ, "MR. LEUSER ADVISED THAT MR. CONACHER HAD THE FLEXIBILITY WITHIN EITHER BUDGET."

THAT ARRANGEMENTS BE MADE AS SOON AS POSSIBLE FOR MR. ROBILLARD, OWNER OF THE HAMILTON STEELHAWKS AND THEIR MANAGEMENT TO MEET WITH

THE COPPS COLISEUM COMMITTEE AND THAT AN INVITATION BE EXTENDED TO THE MAYOR AND OTHER INTERESTED PARTIES TO ATTEND SAID MEETING.

THE COPPS COLISEUM IN-CAMERA MINUTES OF JUNE 22, 1988 BE RECEIVED.

THE COPPS COLISEUM IN-CAMERA REPORT OF AUGUST 24, 1988 BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THAT THE COPPS COLISEUM COMMITTEE IN-CAMERA MINUTES OF JULY 27, 1988 BE APPROVED.

THAT THE REPORT ENTITLED MARKETING INCENTIVES FOR CONCERT PROMOTERS AS SUBMITTED BY MR. JOHN T. CRANE, DIRECTOR OF COPPS COLISEUM DATED 1988 AUGUST 17, BE APPROVED.

THE COPPS COLISEUM IN-CAMERA MINUTES OF JULY 27, 1988 BE RECEIVED.

THE HAMILTON CONVENTION CENTRE COMMITTEE IN-CAMERA REPORT OF JULY 29 BE RATIFIED (report was approved by the HECFI Executive Committee at its August 10th Meeting).

THE HAMILTON CONVENTION CENTRE COMMITTEE IN-CAMERA MINUTES OF JUNE 24, 1988 BE RECEIVED.

THE HAMILTON PLACE COMMITTEE IN-CAMERA REPORT OF AUGUST 25, 1988 BE APPROVED.

THE HAMILTON PLACE COMMITTEE IN-CAMERA MINUTES OF JUNE 23, 1988 BE RECEIVED.

THE IN-CAMERA SESSION BE ADJOURNED AT 9:55 A.M.

9. Date of Next Meeting

Friday, October 21, 1988
8:00 A.M.

10. Adjournment

MOVED by Mr. Casey, seconded by Alderman Wheeler
that

THE REGULAR SESSION ADJOURN AT 9:20 A.M.

MOTION CARRIED.

TAKEN AS READ AND APPROVED

Alderman B. Hinkley, Chairman

Patricia Bennett, Secretary

THE BOARD OF DIRECTORS
OF THE
COMPANY

RESOLVED, THAT THE BOARD OF DIRECTORS
DO hereby authorize the President and
the Vice-President of the Company to execute
and deliver to the Secretary of the State of
New York a Certificate of Incorporation for the
purpose of incorporating the Company under the
laws of the State of New York.

IN WITNESS WHEREOF, the Board of Directors
has caused this Resolution to be signed by its
President and attested by its Secretary, this
1st day of January, 1901.

ATTEST:
Secretary

THE BOARD OF DIRECTORS
DO hereby authorize the President and
the Vice-President of the Company to execute
and deliver to the Secretary of the State of
New York a Certificate of Incorporation for the
purpose of incorporating the Company under the
laws of the State of New York.

IN WITNESS WHEREOF, the Board of Directors
has caused this Resolution to be signed by its
President and attested by its Secretary, this
1st day of January, 1901.

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and deliver to the Secretary of the State of
New York a Certificate of Incorporation for the
purpose of incorporating the Company under the
laws of the State of New York.

5.1 Executive Committee Eighth Report



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

REPORT TO THE HECFI BOARD OF DIRECTORS
OF THE HECFI EXECUTIVE COMMITTEE
MEETING OF OCTOBER 12, 1988

The HECFI Executive Committee presents its EIGHTH Report and respectfully recommends:

1. Method of Financing - City Hall - Supply and Delivery
of Replacement MCC Panels

That the cost to finance the supply and delivery of Westinghouse 5-Star motor control centre panels for City Hall, in the total amount of \$24,702.84, be financed from work-in-progress expenditure account number 0408-K82531, Replace Motor Control Centre - City Hall.

Note: The Copps Coliseum Committee, at its meeting on September 28, 1988, recommended that the quotation submitted by WESCO, Hamilton, Ontario, in the total amount of \$24,702.84 for the supply and delivery of Westinghouse 5-Star motor control centre panels be accepted, and that the HECFI Executive Committee recommend the method of financing.

2. Approval to Proceed and Method of Financing -
Hamilton Place Sound System

That the City Executive Committee be requested to recommend to City Council:

- (a) approval to proceed with the capital project to replace the Hamilton Place sound system;
- (b) that the estimated cost of \$200,000 in the approved 1988 Capital Budget be increased to \$202,000; and
- (c) that this project be financed from HECFI's Reserve for Capital Projects, Account No. 0280-48.

Note: The Hamilton Place Committee, at its meeting on September 29, 1988, recommended that the project be granted approval to proceed with Phase 1 of the replacement of the Hamilton Place Sound System.

This project is included in the 1988 portion of the approved 1988 - 1992 Capital Budget Program at an estimated cost of \$200,000. Sufficient funds exist in HECFI's Reserve for Capital Projects Account No. 0280-48 to finance this total project.

Before purchase orders can be issued for this project, we will require the approval of the City Executive Committee and City Council to proceed with the project and the method of financing.

**3. Special Event Subsidy Application - Hamilton Area
Challenge Square Dancers Inc. - November 2-4, 1989**

That the request for the use of the Hamilton Convention Centre for the Hamilton Area Challenge Square Dancers Inc. on November 2 - 4, 1989 be approved; and that the total amount of \$11,925.00 for space rental at the Hamilton Convention Centre be expended from the Special Events Subsidy Reserve Account for this function.

Note: See Attached Schedule "A".

4. Other Business -
4.1 Purchase by HECFI for Events

That HECFI management/staff identify upcoming major community dinners in the Hamilton area; and

That HECFI and the three major facilities be identified on a table sign to be displayed on the tables at such community dinners in order to maximize exposure.

The following are items for information only:

1. Director of Finance and Administration's Report

Attached as Schedule "B".

2. Marketing Services Report

Attached as "Schedule "C".

3. Consolidated Unaudited Operating Results

3.1 HECFI Eight Month Period Ended
August 31, 1988

Attached as Schedule "D".

3.2 CUP Eight Month Period Ended
August 31, 1988

Attached as Schedule "E".

4. Committee Reports

The following Committee reports were considered:

Copps Coliseum Committee Report.
Hamilton Place Committee Report.
Hamilton Convention Centre Committee Report.

5. Financial Analysis of Special Events
Subsidy Reserve Account

Attached as Schedule "F".

6. Correspondence Received

The Committee received a letter for information from Dr. C. Bart (attached as **Schedule "G"**) announcing his resignation as a member of the HECFI Board of Directors, effective immediately. The Chairman advised that the replacements for Mr. T. Yates and Dr. C. Bart are Mr. Bill Tidball and Mr. G. Kwiatkowski. He advised that they will complete the unexpired terms (both expiring December 31, 1989) and shall be sent an agenda package and an invitation to the next HECFI Board meeting on October 21, 1988.

7. Procedure of Capital Budgets

Mr. John A. Leuser, Director of Finance and Administration, was requested to meet with Mr. E. C. Matthews, City Treasurer, to discuss HECFI's compliance with City Council's directive relative to the capital budget procedure, and also that Mr. Leuser request Mr. Matthews to recommend to the City's Executive Committee any modification of procedure for HECFI.

8. Establishment of Municipal Archive

The Committee agreed that Ms. Bennett continue to act as a representative of HECFI in attending meetings at the Hamilton Public Library relative to the establishment of a municipal archive. Cost of participation to be ascertained as well, and a report to be forwarded to the HECFI Executive Committee at a later date.

RESPECTFULLY SUBMITTED

"B. Hinkley" per Jm

ALDERMAN BRIAN HINKLEY, CHAIRMAN
HECFI EXECUTIVE COMMITTEE

Jmills

Joan M. Mills
Committee Secretary



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

HECFI

SPECIAL EVENTS SUBSIDY FUND

APPLICATION FORM

IMPORTANT NOTICE

- All requests for subsidization from the HECFI SPECIAL EVENTS SUBSIDY FUND **must** be approved/rejected by the HECFI Executive Committee and the HECFI Board of Directors prior to the event actually taking place.
- The person(s)/organization requesting subsidization from the HECFI SPECIAL EVENTS SUBSIDY FUND should be advised that their request will not be considered if similar requests are being made or may be made to the Regional Municipality of Hamilton-Wentworth and/or to The Corporation of The City of Hamilton.

Revised August, 1988 and Replaces May, 1988

Hamilton Area Challenge Square Dancers



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

HECFI SPECIAL EVENTS SUBSIDY FUND

APPLICATION FORM

1. **EVENT NAME:** HAMILTON AREA CHALLENGE SQUARE DANCERS INC.
2. **EVENT DATE(S):** November 2 - 4, 1989
3. **FACILITY(IES):** Hamilton Convention Centre

4. **HECFI MANAGEMENT RECOMMENDATION:**

This organization would move to another city if the Subsidy was not provided. Recommend \$11,925.00 For space at the Convention Centre be expended from the Subsidy Fund.

4. HECFI MANAGEMENT RECOMMENDATION (Cont'd):

5. FOR WHAT REASON(S) DOES HECFI MANAGEMENT FEEL THAT ITS FACILITY BUDGET MERITS FINANCIAL ASSISTANCE FOR THIS EVENT? INDICATE WHAT REVENUE HECFI WILL RECEIVE FROM THIS EVENT AND WHY IT IS INSUFFICIENT?

The Square Dancers use \$17,000.00 worth of space, but can only afford \$5,000.00. If the dancers had to pay more they would be forced to move elsewhere.

There is very little food and beverage revenue (\$3,000.00).

However, direct spending of some \$455,000.00 is accrued to the Municipality by this Convention, and the City can ill afford losing it.

6. **HECFI EXECUTIVE COMMITTEE RECOMMENDATION:**

That the request for the use of the Hamilton Convention Centre for the Hamilton Area Challenge Square Dancers Inc. on November 2 - 4, 1989 be approved; and that the total amount of \$11,925.00 for space rental at the Hamilton Convention Centre be expended from the Special Events Subsidy Reserve Account for this function.

Date: October 12, 19 88

7. **HECFI BOARD OF DIRECTORS RECOMMENDATION:**

Date: _____, 19 ____

8. PERSON(S)/ORGANIZATION REQUESTING SUBSIDIZATION:

HAMILTON AREA CHALLENGE SQUARE DANCERS INC.

Full Legal Name Required of Person(s)/Organization(s)

Address: 194 Longfield Crescent

Ancaster, Ontario

L9G 3N7

Postal Code

528-8363

Telephone Number

Contact Person(s): Mr. Don Terry

Postal Code

Telephone Number

9. HAS A WRITTEN REQUEST/PROPOSAL BEEN RECEIVED?

☐ ☐
yes no

*If YES it should be attached hereto.

10. IF IT IS A PERSON(S) MAKING THE REQUEST, WHY IS IT FELT THAT SUBSIDIZATION IS JUSTIFIED?

11. IF IT IS AN ORGANIZATION MAKING THE REQUEST, ANSWER THE FOLLOWING:

- | | | | |
|---|--------------------------------------|--|---|
| - | IS THE ORGANIZATION PROFIT ORIENTED? | ☐
yes | ☒
no |
| - | IS THE ORGANIZATION NON-PROFIT? | ☒
yes | ☐
no |
| - | IS THE ORGANIZATION CHARITABLE? | ☐
yes | ☒
no |

*IF YES WHAT IS CHARITABLE NUMBER - _____

12. IF IT IS AN ORGANIZATION MAKING THE REQUEST, WHAT ARE THE GENERAL OBJECTS AND/OR PURPOSE OF THE ORGANIZATION:

- (a) To promote Square Dancing.
- (b) Fellowship.
- (c) To promote Challenge Dancing between the U.S. and Canada.

13. LIST THE EXECUTIVE OFFICERS OF THE ORGANIZATION:

<u>Name</u>	<u>Address</u>	<u>Telephone</u>
Mr. Don Terry	184 Longfield Crescent Ancaster, Ontario L9G 3N7	528-8363 648-5505

14. WHAT IS THE NATURE OF THE EVENT TO BE HELD?

Square Dancing Convention.

15. HOW MANY PEOPLE WILL ATTEND THE EVENT?

1,100-1,700 people

HOW MANY PEOPLE ARE EXPECTED TO COME FROM OUTSIDE
GREATER HAMILTON? 80%

16. WHAT IS THE EXPECTED BENEFIT FROM THE EVENT?

City of Hamilton : \$455,000.00

HECFI : \$ 8,000.00

400 hotel bedrooms

17. IS THIS EVENT, OR COULD THIS EVENT, BE AN ANNUAL EVENT IN THE HECFI FACILITY(IES)?

Yes ☒

No ☐

IF YES, WILL SUBSIDIZATION BE REQUESTED IN FUTURE YEARS?

Yes ☒

No ☐

18. IF THE APPLICATION FOR SUBSIDIZATION IS REJECTED, WOULD THIS EVENT BE HELD IN ANOTHER CITY?

Yes ☒

No ☐

If YES, give explanation:

Convention has limited funds and would move to another City if subsidy no granted.

19. WHAT IS THE ESTIMATED ACCOMMODATIONS, SPENDING AND INCREMENTAL REVENUE BENEFITS TO THE CITY OF HAMILTON? (Based on current IACVB figures)

1,100 people x 3 days x \$ 138.00 + =\$ 455,400.00

20. WHAT BENEFITS (financial, exposure, etc.) WILL BE GENERATED TO THE CITY OF HAMILTON AND THE HECFI FACILITIES BY THIS EVENT?

\$455,000.00

HECFI \$8,000.00

- Financial
21. WHAT DEAL WOULD THE FACILITY(IES) NORMALLY BE PREPARED TO NEGOTIATE FOR THIS EVENT?

As above.

22. DOES THE SUBSIDIZATION REQUEST INCLUDE A PARKING FEE REDUCTION FOR VISITORS/DELEGATES? Yes ☐ No ☒

If "YES", what is the dollar amount? - \$ _____

23. WHAT IS THE TOTAL AMOUNT OF SUBSIDY REQUEST IN DOLLARS?
\$ 11,925.00.

24. IF THE FULL SUBSIDIZATION REQUESTED WAS APPROVED, WHAT
IS THE DIFFERENCE IN DOLLARS TO THE FACILITY(IES) IN
LOST REVENUE? - \$ 0

25. WHAT IS THE MAXIMUM SUBSIDIZATION HECFI MANAGEMENT WOULD
RECOMMEND, IF ANY?

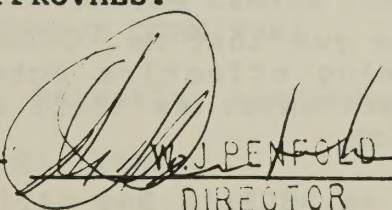
\$11,925.00

26. HAS A REQUEST(S) BEEN MADE TO THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH OR TO THE CORPORATION OF THE CITY OF HAMILTON FOR SUBSIDIZATION?

Yes ☐

No ☒

27. HECFI MANAGEMENT APPROVALS:

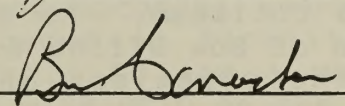
Facility Director -  Date: Sept 1, 1988

DIRECTOR

Facility Director - HAMILTON CONVENTION CENTRE

Facility Director - _____ Date: _____

Director of Finance & Administration - John A. Leuser Date: Sept. 21 /88

Managing Director/
CEO -  Date: Sept 16/88

*Check box if support documentation attached - ☐

Revised August, 1988 and
Replaces May, 1988



Hamilton
Entertainment
and Convention
Facilities Inc.

Schedule B

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

October 4, 1988

**Report to the HECFI Executive Committee
from the Director of Finance and Administration**

Staff Changes

I regret to advise you that Ms. Colleen Spencer, our Box Office Manager, is resigning effective October 14, 1988 to accept a position with TicketMaster as their Client Services Manager for the Southwest Region.

Colleen was hired as HECFI's Box Office Manager on September 30, 1985. Prior to that date, she was Hamilton Place's Box Office Treasurer. She is leaving HECFI to accept what she believes to be a better long term opportunity with TicketMaster.

Her replacement as Box Office Manager, effective October 17, 1988, will be Ms. Marilyn Bowlby, who is currently Box Office Supervisor at Copps Coliseum. As a result of her appointment, her present position of Box Office Supervisor is being posted in accordance with the practices and procedures of the Human Resources Centre.

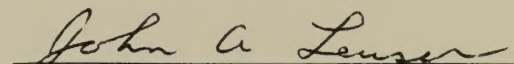
In the Finance area, Mrs. Daisy Auyeung, our Finance Officer located at the Hamilton Convention Centre, is leaving effective October 21, 1988. As a result, her position is also being posted at this time.

Directors and Officers Liability Insurance Coverage

For the information of the Committee, I was able to obtain, at reasonable rates, an increase in our insurance limit for Directors and Officers Liability coverage from \$1,000,000 to \$2,000,000.

Capital and Operating Budgets

The budgeting process for HECFI and CUP is well underway. We anticipate bringing forward to each Standing Committee in October the 1989 - 1993 Capital Budget Programme and in November the 1989 Operating Budgets for HECFI and CUP.


John A. Leuser, C.A.
Director of Finance
and Administration



Hamilton
Entertainment
and Convention
Facilities Inc.

Schedule C

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

FOR INFORMATION

MEMO TO: COPPS COLISEUM COMMITTEE
HAMILTON PLACE THEATRE COMMITTEE
HAMILTON CONVENTION CENTRE COMMITTEE
✓ HECFI EXECUTIVE COMMITTEE

FROM: Mary Webb, Marketing Services Manager

DATE: September 21, 1988

SUBJECT: **MARKETING SERVICES REPORT - SEPTEMBER 1988**

Several new projects have recently been completed including a Copps Coliseum/Hamilton Place Theatre fall event ad and information cards promoting upcoming events at Copps Coliseum. Preliminary work has begun on facility incentives, a free promotion tie-in with cable TV and a new brochure for Copps Coliseum. Work continues with OK&D on the annual report, medical brochure and Hamilton Convention Centre brochure. A progress report on the HECFI Marketing Services department is outlined below:

1. EVENT AD FOR COPPS COLISEUM/HAMILTON PLACE THEATRE

A half page awareness ad promoting events at Copps Coliseum and Hamilton Place Theatre was run in the Toronto Star, St. Catharines Standard, Brantford Expositor and Hamilton Spectator. Depending on the programming in both facilities, it is hoped that similar ads will be continued on a more regular basis. The ad was created in-house by Bryan Cripps.

2. COPPS COLISEUM INFORMATION CARDS

Information cards promoting upcoming events at Copps Coliseum are being circulated at the box office ticket windows by David Watkins. The cards are easily updated and Mr. Watkins is monitoring to determine the public's response.

3. INCENTIVES

Various incentives are being examined by the marketing coordinators for future discussion with the facility directors.

4. COPPS COLISEUM BROCHURE

Content and format for the new Copps Coliseum brochure are in the preliminary discussion stages with John Crane. David Watkins is researching available photos.

5. CHANNEL CABLE 23 FREE PROMOTION

Meetings have taken place with Ad Channel Cable 23 discussing free promotion for HECFI events. Cable 23 is producing a commercial for approval. Alison Nicholson and David Watkins will coordinate the promotions if the project materializes.

6. ROD STEWART ADVERTISING

As directed by John Crane, Copps Coliseum became actively involved with the advertising for the Rod Stewart concert by running a support radio campaign in areas not tapped by CPI. Support advertising is being seriously considered for future Copps Coliseum events.

7. VIDEO CASSETTE

Consideration has been given to a video cassette to promote one or all HECFI facilities. More discussion is required; the video cassette is a possible project for the new year.

8. HECFI HOTLINE

Mary Webb and Norm Marshall will be meeting this month with Gordon Bullock, Publisher of the Spectator, to discuss the possibility of the Spectator sponsoring a HECFI hotline or a weekly events column. Local radio stations were not receptive to the idea.

9. HECFI MIRAGE DISPLAY

Bryan Cripps is researching a photo concept for the backdrop of the display.

10. RESEARCH STUDY

On September 9, 1988, Hendershot Research Consultants presented the draft of their study on the market potential of the Hamilton Convention Centre in comparison to convention centres in other major Ontario cities. The final report is expected shortly and consideration is now being given to Phase II of the Hamilton Convention Centre study.

11. HECFI DISPLAY FOR CITY HALL OPEN HOUSE

The HECFI display, designed by Bryan Cripps, is in its final stages of construction and will be ready for the City Hall Open House, September 27. Following the Open House, it moves to a second floor display window at the Hamilton Convention Centre.

12. OK&D

Work continues with OK&D on the Hamilton Convention Centre direct mail medical brochure and the Hamilton Convention Centre general brochure. The annual report is with the printer with delivery expected the third week of October.

13. COPPS COLISEUM NEWSLETTER

The new format for the Copps Coliseum monthly newsletter will be instituted as of the November issue.

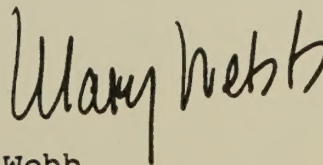
14. PROMOTER LIAISON

Considerable time is being spent in daily contact with event promoters coordinating advertising, present promotions, publicity and public relations for Hamilton Place Theatre and Copps Coliseum events.

15. GALLOP & GALLOP

Mary Webb and Norm Marshall met with Gallop & Gallop to discuss their signage proposal. Due to the fast turn around at Copps Coliseum and Hamilton Place Theatre, their proposal does not appear to be practical for the HECFI facilities. Previous discussions with Mallcom Media and Media Com resulted in the same conclusion.

Respectfully submitted,



MW:mgm

Mary Webb,
Manager of Marketing Services.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

UNAUDITED OPERATING RESULTS FOR THE

EIGHT MONTH PERIOD ENDED AUGUST 31, 1988



Hamilton
Entertainment
and Convention
Facilities Inc.

John A. Leuser

FROM Director of Finance and Administration DATE September 20, 1988
Name & Title

FOR ACTION ☐ FOR INFORMATION ☒ File No. _____

TO: B O A R D ☐ (OR) _____ ALL _____ ☒
Committees

Subject

Consolidated Unaudited Operating Results for HECFI for the Eight Month Period Ended August 31, 1988.

Comments

HECFI - Consolidated

HECFI's budgetary surpluses for the month and eight month period ended August 31, 1988 were \$36,406 and \$714,297, respectively.

An analysis of the budgetary surpluses (deficits) by facility/division is as follows:

	<u>Budgetary Surplus (Deficit)</u>	
	<u>For The Month of August 1988</u>	<u>For The Eight Month Period Ended Aug. 31, 1988</u>
Hamilton Convention Centre	\$ 63,594	\$277,848
Hamilton Place Theatre	(16,254)	(39,700)
Copps Coliseum	(26,963)	266,476
Corporate	16,029	209,673
HECFI Total	<u>\$ 36,406</u>	<u>\$714,297</u>

An analysis of HECFI's revenue performance for the month and eight month period in relation to the budget and the prior year by facility/division is summarized in the following four tables:

	<u>A Comparison Of Actual With Budgeted Revenue For The Month of Aug., 1988</u>		<u>Increase (Decrease) Over Budget</u>	
	<u>Actual</u>	<u>Budget</u>	<u>\$ Amount</u>	<u>Percentage</u>
Hamilton Convention Centre	\$ 206,690	\$117,000	\$ 89,690	76.7%
Hamilton Place Theatre	13,326	100,000	(86,674)	(86.7%)
Copps Coliseum	66,151	90,200	(24,049)	(26.7%)
Corporate	10,349	19,928	(9,579)	(48.1%)
HECFI Total	<u>\$ 296,516</u>	<u>\$327,128</u>	<u>\$ (30,612)</u>	<u>(9.4%)</u>

**A Comparison Of 1988
Actual With 1987
Actual Revenue For
The Month of Aug.**

**Increase
(Decrease)
Over 1987**

	<u>1988</u>	<u>1987</u>	<u>\$ Amount</u>	<u>Percentage</u>
Hamilton Convention Centre	\$ 206,690	\$156,521	\$ 50,169	32.1%
Hamilton Place Theatre	13,326	81,998	(68,672)	(83.7%)
Copps Coliseum	66,151	145,181	(79,030)	(54.4%)
Corporate	10,349	59,330	(48,981)	(82.6%)
HECFI Total	<u>\$ 296,516</u>	<u>\$443,030</u>	<u>\$ (146,514)</u>	<u>(33.1%)</u>

**A Comparison Of Actual
With Budgeted Revenue
For The Eight Month Period
Ended Aug. 31, 1988**

**Increase
(Decrease)
Over Budget**

	<u>Actual</u>	<u>Budget</u>	<u>\$ Amount</u>	<u>Percentage</u>
Hamilton Convention Centre	\$1,728,187	\$1,435,000	\$ 293,187	20.4%
Hamilton Place Theatre	817,637	1,060,000	(242,363)	(22.9%)
Copps Coliseum	1,379,643	1,052,600	327,043	31.1%
Corporate	337,829	297,182	40,647	13.7%
HECFI Total	<u>\$4,263,296</u>	<u>\$3,844,782</u>	<u>\$ 418,514</u>	<u>10.9%</u>

**A Comparison Of 1988
Actual With 1987 Actual
Revenue For The Eight Month
Period Ended Aug. 31**

**Increase
(Decrease)
Over 1987**

	<u>1988</u>	<u>1987</u>	<u>\$ Amount</u>	<u>Percentage</u>
Hamilton Convention Centre	\$1,728,187	\$1,625,803	\$ 102,384	6.3%
Hamilton Place Theatre	817,637	1,013,601	(195,964)	(19.3%)
Copps Coliseum	1,379,643	902,303	477,340	52.9%
Corporate	337,829	332,706	5,123	1.5%
HECFI Total	<u>\$4,263,296</u>	<u>\$3,874,413</u>	<u>\$ 388,883</u>	<u>10.0%</u>

Hamilton Convention Centre

The Convention Centre realized for the month of August and the eight month period ended August 31, 1988 budgetary surpluses of approximately \$63,594 and \$277,848, respectively.

The surplus of \$63,594 for the month of August arose primarily due to revenue for the month exceeding that budgeted by \$89,690 or 76.7%.

The surplus of \$277,848 for the year-to-date period arose due to revenue for the eight month period exceeding that budgeted by \$293,187 or 20.4% while total expenditures exceeded budget by only \$15,339 or 0.8%.

Hamilton Place Theatre

For the month of August and the eight month period ended August 31, 1988, Hamilton Place Theatre realized budgetary deficits of approximately \$16,254 and \$39,700, respectively.

The budgetary deficit of \$16,254 for the month arose primarily due to lower than anticipated levels of activity.

The deficit of \$39,700 for the eight month period can be attributed to total revenue being \$242,363 or 22.9% below that budgeted. This is primarily a reflection of lower than anticipated levels of activity (146 performances projected for the Great Hall, 104 realized).

Copps Coliseum

Copps Coliseum realized for the month of August and the eight month period ended August 31, 1988 budgetary surpluses (deficits) of approximately \$(26,963) and \$266,476, respectively.

The budgetary deficit of \$26,963 for the month of August arose primarily as a result of the following:

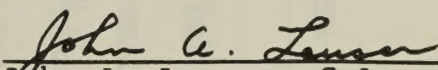
- (1) A budget shortfall of \$18,750 in display advertising and private boxes revenue; and
- (2) Maintenance expenditures exceeding that budgeted for the month by \$17,341.

The budgetary surplus of \$266,476 for the eight month period ended August 31, 1988 arose primarily as a result of higher than anticipated levels of activity (99 performances realized, 80 projected).

Corporate

For the month of August and the eight month period ended August 31, 1988, the Corporate Department realized budgetary surpluses of approximately \$16,029 and \$209,673, respectively.

The surpluses for the month and eight month period arose primarily from below budget Marketing expenditures.



John A. Leuser, C.A.
Director of Finance
and Administration

attach.

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

BALANCE SHEET

AS AT AUGUST 31, 1988

ASSETS		LIABILITIES AND RESERVES	
CURRENT		CURRENT	
CASH	\$16,500	ACCOUNTS PAYABLE AND ACCRUALS	\$218,030
ACCOUNTS RECEIVABLE	\$320,983	ADVANCE TICKET SALES AND DEPOSITS	\$598,137
PREPAIDS	\$23,035	UNREDEEMED GIFT CERTIFICATES	\$102,140
INVENTORIES	\$76,238	TOTAL CURRENT LIABILITIES	\$918,307
DUE FROM CITY OF HAMILTON	\$507,685	RESERVES	\$26,134
TOTAL ASSETS	\$944,441	TOTAL LIABILITIES AND RESERVES	\$944,441

A SUMMARIZED CONSOLIDATED OPERATING STATEMENT

CORPORATE (COMMON TO THREE FACILITIES)													
CONVENTION CENTRE		HAMILTON PLACE		COPPS COLISEUM		The Eight Month Period Ended August 31 1988		The Eight Month Period Ended August 31 1988		The Eight Month Period Ended August 31 1988		The Eight Month Period Ended August 31 1987	
The Eight Month Period Ended August 31 1988		The Eight Month Period Ended August 31 1988		The Eight Month Period Ended August 31 1988		The Eight Month Period Ended August 31 1988		The Eight Month Period Ended August 31 1988		The Eight Month Period Ended August 31 1988		The Eight Month Period Ended August 31 1987	
Budget		Actual		Budget		Actual		Budget		Actual		Annual Budget For 1988	
(1)		(2)		(3)		(4)		(5)		(6)		(7)	
Revenue		\$1,435,000 \$1,728,187		\$1,060,000 \$817,637		\$1,052,600 \$1,379,643		\$297,182 \$337,829		\$3,844,782 \$4,263,296		\$6,520,600 \$3,874,413	
Expenditures		\$1,909,170 \$1,924,509		\$1,458,949 \$1,256,286		\$1,175,283 \$1,235,850		\$1,162,357 \$993,331		\$5,705,759 \$5,409,976		\$8,966,560 \$5,141,592	
Excess of Expenditures Over Revenue													
From Operations		\$474,170 \$196,322		\$398,949 \$438,649		\$122,683 (\$143,793)		\$865,175 \$655,502		\$1,860,977 \$1,146,680		\$2,445,960 \$1,267,179	
Contribution from the City of Hamilton		\$474,170 \$474,170		\$398,949 \$398,949		\$122,683 \$122,683		\$865,175 \$865,175		\$1,860,977 \$1,860,977		\$2,445,960 (1) \$1,937,640	
Budgetary Surplus(Deficit) @ August 31		\$277,848		(\$39,700)		\$266,476		\$209,673		\$714,297		\$670,461	
LESS Budgetary Surplus(Deficit) @ July 31		\$214,254		(\$23,446)		\$293,439		\$193,644		\$677,891		\$505,177	
Budgetary Surplus Increase(Decrease) Over Previous Month		\$63,594		(\$16,254)		(\$26,963)		\$16,029		\$36,406		\$165,284	

(1) Includes \$49,000 of the 1987 operating surplus carried forward to 1988.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
HAMILTON CONVENTION CENTRE
SUMMARY OF REVENUE AND EXPENDITURES

Description	Budgeted Operating Results For			Actual Operating Results For			Actual Operating Results For
	The Month of August 1988	The Eight Month Period Ended August 31 1988	The Month of August 1988	The Eight Month Period Ended August 31 1988	Percentage of Total 1988 Annual Budget Spent or Achieved	The Eight Month Period Ended August 31 1987	
	(1)	(2)	(3)	(4)	(5)	(6)	
REVENUE							
RENTALS AND LICENCE FEES	\$387,100	\$17,226	\$211,421	\$70,517	\$322,864	83.4%	\$240,907
OTHER RENTALS	21,000	935	11,687	2,524	14,887	70.9%	16,118
FOOD AND BEVERAGE SALES	2,079,500	92,521	1,131,180	122,525	1,292,702	62.2%	1,287,454
RECOVERIES	82,000	3,650	45,636	8,711	63,533	77.5%	58,138
OTHER REVENUE	62,400	2,668	35,076	2,413	34,201	54.8%	23,186
	\$2,632,000	\$117,000	\$1,435,000	\$206,690	\$1,728,187	65.7%	\$1,625,803
EXPENDITURES							
ADMINISTRATION	\$319,690	\$26,585	\$213,316	\$27,567	\$206,650	64.6%	\$202,497
BUILDING MAINTENANCE	385,590	31,046	251,662	34,490	229,688	59.6%	232,523
OPERATIONS	105,180	8,514	70,002	8,810	67,612	64.3%	56,945
SECURITY	107,000	7,643	68,350	9,244	75,691	70.7%	69,079
FOOD AND BEVERAGE - ADMINISTRATION AND CLIENT SERVICES	127,680	11,498	87,883	12,850	87,142	68.3%	70,606
FOOD AND BEVERAGE - KITCHEN	853,040	47,486	493,924	60,129	520,102	61.0%	513,495
FOOD AND BEVERAGE - BANQUET	932,950	53,305	546,083	60,181	575,179	61.7%	550,322
MACNAB ARMS	0	0	0	0	0	0.0%	4,619
MARKETING	266,490	22,933	177,950	21,835	162,445	61.0%	168749
	\$3,097,620	\$209,010	\$1,909,170	\$235,106	\$1,924,509	62.1%	\$1,868,835
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS							
	\$465,620	\$92,010	\$474,170	\$28,416	\$196,322	42.2%	\$243,032

NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

HAMILTON PLACE

SUMMARY OF REVENUE AND EXPENDITURES

Description	Budgeted		Actual		Actual Operating Results For		Actual Operating Results For	
	Operating Results For		Operating Results For		Operating Results For		Operating Results For	
	The Month of August 1988	The Eight Month Period Ended August 31 1988	The Month of August 1988	The Eight Month Period Ended August 31 1988	The Eight Month Period Ended August 31 1988	Percentage of Total Budget Spent or Achieved	The Eight Month Period Ended August 31 1987	
(1)	(2)	(3)	(4)	(5)	(6)	(7)		
REVENUE								
RENTALS, LICENCE FEES AND SHOW REVENUE - GREAT HALL	\$335,000	\$20,116	\$875	\$173,327	51.7%	\$113,655		
RENTALS, LICENCE FEES AND SHOW REVENUE - STUDIO THEATRE	61,000	4,398	190	30,277	49.6%	32,344		
OTHER RENTALS	77,950	6,495	4,949	44,948	57.7%	44,812		
FOOD AND BEVERAGE SALES	156,400	9,227	1,158	95,950	61.3%	97,815		
RECOVERIES	964,750	54,865	4,060	436,307	45.2%	676,101		
OTHER REVENUE	88,100	4,899	2,094	36,828	41.8%	48,874		
	\$1,683,200	\$100,000	\$13,326	\$817,637	48.6%	\$1,013,601		
EXPENDITURES								
ADMINISTRATION	\$426,250	\$33,616	\$26,856	\$273,367	64.1%	\$256,956		
MAINTENANCE	267,090	21,836	18,559	194,096	72.7%	161,135		
MEETING ROOMS	4,800	400	67	596	12.4%	2,288		
FRONT OF HOUSE	142,280	9,003	2,211	67,691	47.6%	68,781		
OPERATION - SPECIFIC SHOW EXPENSES	782,610	43,408	3,106	365,279	46.7%	541,537		
SECURITY	62,600	4,274	4,520	35,678	57.0%	38,183		
STAGE - PROPERTY	337,260	27,882	29,115	209,023	62.0%	204,575		
SHOW PROMOTIONS	124,880	7,903	318	64,868	51.9%	74,491		
BEVERAGE AND CATERING SERVICE	112,220	6,623	(227)	45,688	40.7%	64,947		
	\$2,259,990	\$154,945	\$84,525	\$1,256,286	55.6%	\$1,412,893		
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS:	\$576,790	\$54,945	\$71,199	\$438,649	76.1%	\$399,292		

NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

COPPS COLISEUM

SUMMARY OF REVENUE AND EXPENDITURES

Description	Budgeted		Actual		Percentage of Total Budget Spent or Achieved	Actual Operating Results For
	The Month of August 1988	The Eight Month Period Ended August 31 1988	The Month of August 1988	The Eight Month Period Ended August 31 1988		
(1)	(2)	(3)	(4)	(5)	(6)	(7)
REVENUE						
RENTAL, LICENCE FEES AND SHOW REVENUES	\$724,000	\$35,500	\$459,000	\$700,852	96.8%	\$480,874
OTHER RENTALS	205,500	20,250	123,000	39,482	19.2%	19,889
FOOD AND BEVERAGE CONCESSIONS	300,000	8,000	176,000	228,285	76.1%	188,482
RECOVERIES	453,800	24,500	273,300	329,589	72.6%	198,308
OTHER REVENUE	38,100	1,950	21,300	81,435	213.7%	14,750
	\$1,721,400	\$90,200	\$1,052,600	\$1,379,643	80.1%	\$902,303
EXPENDITURES						
ADMINISTRATION	\$351,830	\$28,842	\$234,449	\$223,805	63.6%	\$207,498
MAINTENANCE	570,500	40,620	367,489	395,791	69.4%	297,131
EVENT PLANNING/OPERATIONS	520,440	33,803	329,504	328,734	63.2%	236,290
LATSE PAYROLL	94,300	6,198	58,428	101,080	107.2%	52,167
SECURITY	198,920	13,262	124,332	134,547	67.6%	110,071
SOUVENIRS	0	0	0	899	-	0
MARKETING	91,080	8,636	61,081	50,994	56.0%	65,727
	\$1,827,070	\$131,361	\$1,175,283	\$1,235,850	67.6%	\$968,884
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS						
	\$105,670	\$41,161	\$122,683	(\$143,793)	0.0%	\$66,581

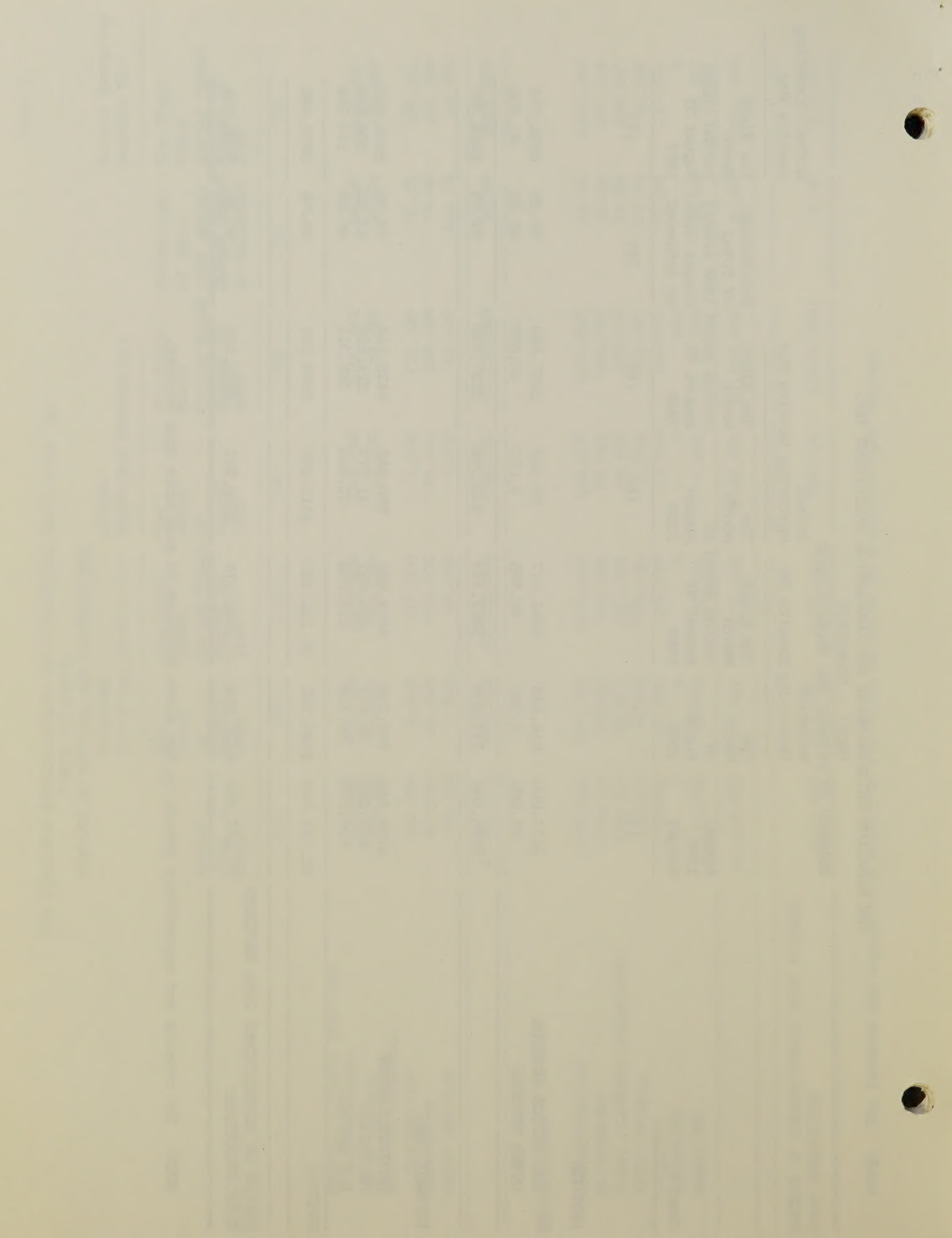
NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
HECFI - CORPORATE

SUMMARY OF REVENUE AND EXPENDITURES

Description	Budgeted		Actual		Actual Operating Results For		Actual Operating Results For	
	The Month of August 1988	The Eight Month Period Ended August 31 1988	The Month of August 1988	The Eight Month Period Ended August 31 1988	The Month Period Ended August 1988	Percentage of Total Budget Spent or Achieved	The Eight Month Period Ended August 1987	Results For
(1)	(2)	(3)	(4)	(5)	(6)	(7)		
REVENUE								
BOX OFFICE REVENUE	\$423,000	\$14,845	\$256,517	\$5,349	\$297,829	70.4%	\$291,706	
OTHER REVENUE	61,000	5,083	40,665	5,000	40,000	65.6%	41,000	
	\$484,000	\$19,928	\$297,182	\$10,349	\$337,829	69.8%	\$332,706	
EXPENDITURES								
ADMINISTRATION	\$709,540	\$58,339	\$473,688	\$60,942	\$470,184	66.3%	\$438,223	
MARKETING	636,290	56,414	410,637	31,774	274,836	43.2%	208,989	
BOX OFFICE	436,050	26,194	278,032	22,623	248,311	56.9%	243,768	
	\$1,781,880	\$140,947	\$1,162,357	\$115,339	\$993,331	55.7%	\$890,980	
EXCESS OF EXPENDITURES OVER REVENUES FROM OPERATIONS								
	\$1,297,880	\$121,019	\$865,175	\$104,990	\$655,502	50.5%	\$558,274	

NOTE: The revenue and expenditure detail on the above balances is available upon request.



THE CENTRAL UTILITIES PLANT

UNAUDITED OPERATING RESULTS FOR THE EIGHT MONTH

PERIOD ENDED AUGUST 31, 1988



Hamilton
Entertainment
and Convention
Facilities Inc.

FROM John A. Leuser, Director of Finance
and Administration DATE September 20, 1988
Name & Title

FOR ACTION ☐

FOR INFORMATION ☒

File No. _____

TO: B O A R D ☐

(OR)

COPPS COLISEUM AND HECFI EXECUTIVE

Committee ☒

SUBJECT

Unaudited Operating Results for the Central Utilities Plant
(C.U.P.) for the Eight Month Period Ended August 31, 1988.

COMMENTS

The budgetary surpluses for the month and eight month period
ended August 31, 1988 are approximately \$6,070 and \$105,561,
respectively.

The surplus for the month arose primarily due to the following
reasons:

- 1) energy costs were \$3,212 below budget;
- 2) workers compensation costs were \$2,958 below budget;

The year-to-date surplus arose primarily due to:

- 1) salary, wage and benefit cost savings of \$31,044;
- 2) grants received of \$17,875;
- 3) workers compensation cost savings of \$21,903;
- 4) the timing of actual maintenance and administrative
expenditures as compared to budget.

John A. Leuser
John A. Leuser, C.A.
Director of Finance and
Administration

attach.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
CENTRAL UTILITIES PLANT
SUMMARY OF EXPENDITURES

Description	Budgeted		Actual		Actual Operating Results For	
	Operating Results For	Operating Results For	Operating Results For	Operating Results For	Operating Results For	Operating Results For
	The Month of August 1988	The Eight Month Period Ended August 31 1988	The Month of August 1988	The Eight Month Period Ended August 31 1988	Percentage of Total 1988 Annual Budget Spent or Achieved	The Eight Month Period Ended August 31 1987
	(1)	(2)	(3)	(4)	(6)	(7)
EXPENDITURES						
OPERATIONS	\$871,000	\$72,584	\$580,658	\$70,193	59.5%	\$467,607
RECOVERY FROM USERS	(573,000)	(48,344)	(372,151)	(51,154)	70.9%	(374,923)
MAINTENANCE	397,970	33,166	265,306	34,729	62.9%	239,917
CITY HALL	220,500	23,040	152,084	21,287	68.2%	143,139
HAMILTON CENTRAL LIBRARY	250,640	21,323	171,380	21,791	65.7%	151,238
HAMILTON FARMERS MARKET	34,320	2,942	23,534	4,124	71.9%	21,510
HAMILTON CONVENTION CENTRE	263,310	17,597	167,987	18,776	60.8%	159,215
HAMILTON PLACE	250,050	19,795	172,918	12,010	58.0%	146,884
COPPS COLISEUM	302,250	23,239	173,035	26,725	69.6%	181,708
PEDESTRIAN ARCADE/OVERPASS	48,000	3,934	32,391	2,842	52.3%	26,779
ONTARIO GOVERNMENT BUILDING	204,850	18,430	135,156	18,648	68.4%	130,282
PARKING AUTHORITY - UNDERGROUND	90,000	5,659	56,573	5,382	69.3%	55,458
ART GALLERY	108,600	10,027	70,145	11,969	72.5%	67,878
EXPENDITURES TOTAL	\$2,468,490	\$203,392	\$1,629,016	\$197,322	61.7%	\$1,416,692
MUNICIPAL CONTRIBUTION	\$2,468,490	\$203,392	\$1,629,016	\$203,392	66.0%	\$1,656,755
BUDGETARY SURPLUS (DEFICIT)	\$0	\$0	\$0	\$6,070	-	\$240,063

NOTE: The expenditure detail on the above balances is available upon request.

22

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Hamilton
Entertainment
and Convention
Facilities Inc.

Schedule F

John A. Leuser, C.A.

FROM Director of Finance and Administration DATE September 28, 1988
Name & Title

FOR ACTION ☐ FOR INFORMATION ☒ File No. _____

TO: B O A R D ☐ (OR) HECFI Executive ☒
Committee

SUBJECT

Financial Analysis of Special Events Subsidy Reserve Account

Attached is a financial analysis of the Special Events Subsidy Reserve Account. You'll note that the uncommitted reserve account balance at August 31, 1988 is \$98,577.88.

The following should be drawn to your attention:

- 1) This report only recognizes commitments for rental and event charge subsidies after they have been approved by this Committee and the Board.
- 2) The \$18,000 commitment in respect of the Hamilton Spectator Indoor Games is still shown in respect of the January 15, 1988 event.
- 3) This report reflects a contingency deduction amount of \$64,290.35 for parking fee reductions for visitors for the period of August 7 - December 31, 1988.

The \$64,290.35 was arrived at by deducting parking fees invoiced in the amount of \$10,709.65 by the Parking Authority for the period of January 1 - August 6, 1988 from the \$75,000 amount earmarked by the Board for 1988. It would appear that parking fees for 1988 will be well under \$75,000. How much so, can not be determined since it depends not only on what commitments have been made but also on:

- (i) whether conveners may require more parking passes than initially estimated; and
- (ii) the extent to which delegates will be using their parking privileges, i.e., only one day of the convention or the whole length of the convention.

John A. Leuser
John A. Leuser, C.A.
Director of Finance
and Administration

JAL:jm

**FINANCIAL ANALYSIS OF
SPECIAL EVENTS SUBSIDY RESERVE ACCOUNT**

Reserve Account Balance at January 1, 1988

\$318,224.70

Operating Supplies:

- Purchase a stock of 25,000 Complimentary Parking Passes	<u>\$ 937.44</u>	(937.44)
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**Parking Fee Reductions
for Visitors:**

Estimated Breakdown:

- Jan.28-Feb.1 - Women and Politics Conferences	\$ 761.45	
- Feb.22-27 - Ontario Secondary School Principals	2,299.00	
- Month of March	nil	
- April 14-16 - Ont. Electric League	2,555.75	
- May 11-13 - Ont. Assoc. of School Business Officials	2,754.60	
- June 12-13 - Latvian Song Festival	90.50	
- June 15-18 - Red Cross	121.35	
- June 24-28 - Canadian Automobile Assoc. Conv.	1,802.00	
- July 7-24 - Jehovah's Witness Convention	276.50	
- Aug. 3-6 - Square and Round Dance Convention	<u>48.50</u>	
		(10,709.65)

Rental Subsidies:

- Hamilton Convention Centre		
Jan.28-Feb.1 - Women and Politics Conference	\$ 2,170.00	
Aug. 3-6 - 6th Canadian National Square & Round Dance Convention	35,380.00	
Aug. 25-30 - Pentecostal Assemblies of Canada	4,883.53	
- Hamilton Place Theatre		
March 5 - C.F.L. Draft	1,750.00	
- Copps Coliseum		
Apr.9 - Minor Hockey League Day	6,500.00	
Apr.10 - Ringette Day	6,500.00	

May 21-22 - National Gymnastics and Trampoline Championships	6,000.00
Aug. 3-6 - 6th Canadian National Square & Round Dance Convention	<u>18,250.00</u>

(81,433.53)

Event Charge Subsidies:

- Hamilton Convention Centre	
June 20 - Governor General's Luncheon	8,988.99
July '88 - Ye Bonnie Doon Burns Club	10,000.00
- Hamilton Place Theatre	
March 5 - C.F.L. Draft	\$2,249.46
- Copps Coliseum	
Apr. 9 - Minor Hockey League Day	613.20
Apr. 10 - Ringette Day	424.20
May 21-22 National Gymnastics & Trampoline Championships	<u>5,000.00</u>

(27,275.85)

Contingency:

**For Parking Fee Reductions
for Visitors for the period
of Aug. 7 - Dec. 31, 1988**

(64,290.35)

**Commitments Approved by the
HECFI Board:**

- Copps Coliseum	
Jan. 15/88 - Hamilton Spectator Indoor Games - (underwrite losses up to \$18,000 on event)	\$18,000.00
- Hamilton Convention Centre	
Nov. 3-8/88 - Hamilton Area Challenge Square Dancers Inc.	9,000.00
Dec./88 - 1991 Labatt Brier Bid Organizing Committee Bid Book	<u>8,000.00</u>

(\$ 35,000.00)

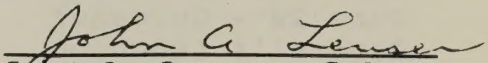
**Uncommitted Reserve Account Balance
at August 31, 1988**

\$ 98,577.88

Notes:

In respect of commitments for rental and event charge subsidies, this financial report only recognizes them after they have been approved by the HECFI Board.

The \$18,000 commitment in respect of the Hamilton Spectator Indoor Games is still shown in respect of the January 15, 1988 event.


John A. Leuser, C.A.
Director of Finance
and Administration

September 23, 1988



McMASTER UNIVERSITY

1280 Main Street West
Hamilton, Ontario, Canada L8S 4M4

Telephone (416) 525-9140 Ext.
Telefax 527-0100

Faculty of Business

September 27, 1988

Alderman Brian Hinkley
Chairman
Hamilton Entertainment and Convention Facilities, Inc.
c/o City Hall
71 Main St. W.
Hamilton, ON L8N 3P4

Dear Brian:

I regret that I must inform you of my decision to resign as a member of the Board of Directors of the Hamilton Entertainment and Convention Facilities, Inc. effective this day.

I have recently undertaken a very challenging research project at the University which has reduced considerably my time available for public service.

Let me say that I have enjoyed thoroughly my last two and a half years of service to the citizens of Hamilton as a member of the HECFI Board. I shall look forward to watching HECFI's continued growth and development.

Kindest personal regards.

Sincerely,

Christopher K. Bart, Ph.D., C.A.
Associate Professor of Business Policy

CKB:pw



Hamilton
Entertainment
and Convention
Facilities Inc.

Managing Director/CEO
H.E.C.F.I.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

September 28, 1988

Mr. Joe Schatz, Secretary
Executive Committee

Dear Mr. Schatz:

Please find attached a letter from Dr. Christopher Bart tendering his immediate resignation from the H.E.C.F.I. Board of Directors.

I have had the opportunity to discuss with Dr. Bart his letter to me. Dr. Bart's increased responsibility has led to impossible time commitments. This increased responsibility would not permit him to fulfill the demands expected of a H.E.C.F.I. Board member.

Dr. Bart's resignation, as well as the recent resignation of Mr. Terry Yates, jeopardizes the decision-making ability of H.E.C.F.I. The reduced membership places an enormous burden on the remaining H.E.C.F.I. Board members with respect to the quorum requirements.

In view of these changed circumstances, I would recommend that the Executive Committee consider filling the unexpired terms of Mr. Yates and Dr. Bart from those applicants who previously indicated an interest in serving on the H.E.C.F.I. Board.

Mr. Yates' and Dr. Bart's terms expire in December, 1989.

In addition to the above, I would also recommend that advertisements for the positions becoming vacant in December 1988 be placed during the month of November. The members whose terms expire are Messrs. Cino, McFarland and Beattie. These members may decide to reapply for appointment.

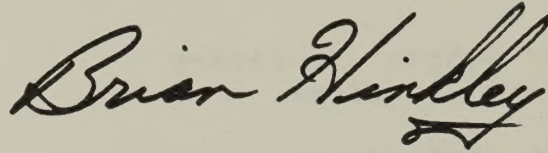
I would strongly recommend that the interviews and new appointments, including all the Council member appointees, take place in December.

The election of the new City Council, the Christmas season, along with an additional three Council members will cause a great deal of difficulty if these appointments are not in place prior to December 31, 1988.

If final appointments drag on into January or February, it will affect continuity and decision-making. As a consequence, the H.E.C.F.I. operations could suffer an unacceptable set-back.

Consideration of this matter is appreciated.

Yours truly,

A handwritten signature in dark ink, reading "Brian Hinkley". The signature is fluid and cursive, with a stylized flourish at the end of the last name.

Brian Hinkley, Chairman
Hamilton Entertainment and
Convention Facilities Inc.

rd
Atch.

cc: Mayor and City Council Members
cc: Mr. E. Conacher
Managing Director/Chief Executive Officer
cc: H.E.C.F.I. Board of Directors

5.1.1 Executive Committee Minutes of September 7, 1988

THE HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

EXECUTIVE COMMITTEE

September 7, 1988
11:00 a.m.
Hamilton Room

REGULAR SESSION

PRESENT: Ald. B. Hinkley, Chairman
Mr. W. McFarland, Vice-Chairman
Mr. S. Cino
Ald. J. Gallagher
Ald. T. Murray
Ald. R. Wheeler

ALSO

PRESENT: Mayor R. Morrow
Mr. B. Conacher
Mr. J. Leuser
Mr. B. Calder
Mrs. Joan Mills, Secretary

GUESTS: Ald. D. Agostino

MEDIA: Mr. Mike Murphy

1. Chairman's Remarks

Alderman Hinkley called the meeting to order, at 11:05 a.m.

2. Minutes of Previous Meeting

It was

MOVED by Ald. Wheeler, seconded by Mr. McFarland

THAT THE AUGUST 10, 1988 HECFI EXECUTIVE COMMITTEE
REGULAR MINUTES BE ACCEPTED AS CIRCULATED.

MOTION CARRIED.

3. Business Arising from Minutes

3.1 Revised Parking Subsidy Request
for Billy Graham Crusade

Mr. Conacher suggested to the Committee that Mohawk Sports Park or Bernie Arbour Stadium could possibly be utilized for the parking of buses for events such as this one. The buses could drop the people off at the

Coliseum and return later in the day for picking up. Other members suggested Kay Drage Park, Dundurn Park and the Greater Hamilton Shopping Centre. It was suggested that management speak to Mr. Joe Pavelka, Director of Public Works and Mr. Stan Spencer, the Commissioner of Engineering in order to exchange ideas and perhaps solve the parking problem. It was

MOVED by Ald. Wheeler, seconded by Mr. Cino

THAT 500 PARKING PASSES FOR CARS (LIMITED TO ONE ENTRANCE AND ONE EXIT PER DAY) BE GRANTED TO THE GOLDEN HORSESHOE BILLY GRAHAM CRUSADE AT A COST OF \$17,500.00 AND THAT SPACE BE MADE AVAILABLE AT THE NAPIER STREET PARKING LOT TO PARK 35 BUSES PER DAY FOR FIVE (5) DAYS; OCTOBER 26TH, 27TH, 28TH, 29TH, 30TH, 1988, AT A COST OF \$1,750.00; AND

THAT MR. JOHN T. CRANE, DIRECTOR OF COPPS COLISEUM, AND MR. BRAD CALDER, PLANT AND BUILDING OPERATIONS MANAGER, CONTINUE EFFORTS TO SOLVE THE PROBLEM OF ACCOMMODATION FOR BUSES FOR THIS AND OTHER FUTURE EVENTS.

MOTION CARRIED.

4. Motion to Move In-Camera

Alderman Agostino arrived to discuss an in-camera matter with the HECFI Executive Committee, and it was.

MOVED by Mr. McFarland, seconded by Mr. Cino,

THAT THE IN-CAMERA SESSION COMMENCE. (11:20 a.m.)

MOTION CARRIED.

The following motions were carried in the in-camera session:

THAT THE AUGUST 10, 1988 MINUTES BE ACCEPTED AS CIRCULATED;

THAT UP TO A MAXIMUM OF \$8,000.00 BE GRANTED TO THE 1991 LABATT BRIER BID ORGANIZING COMMITTEE FOR THE PURPOSE OF PREPARING THE BID BOOK.

THAT THE COPPS COLISEUM COMMITTEE IN-CAMERA REPORT OF ITS MEETING ON AUGUST 24, 1988 BE RECEIVED AS

INFORMATION.

THAT THE HAMILTON PLACE COMMITTEE IN-CAMERA REPORT OF ITS MEETING ON AUGUST 25, 1988 BE RECEIVED AS INFORMATION.

THAT THE FINANCIAL AND STATISTICAL INFORMATION REPORTS ON EVENTS FOR THE SEVEN MONTH PERIOD ENDED JULY 31, 1988 FOR THE HAMILTON PLACE GREAT HALL AND STUDIO THEATRE, COPPS COLISEUM AND THE HAMILTON CONVENTION CENTRE BE RECEIVED AS INFORMATION;

THAT THE IN-CAMERA SESSION BE ADJOURNED AND THE REGULAR SESSION BE CONVENED. (12:25 p.m.)

Alderman Agostino left the meeting at 11:37 a.m.

5. Director of Finance and Administration's Report

Mr. John A. Leuser reviewed his report briefly, emphasizing that with respect to the 1989 operating budgets, members wishing to see new projects undertaken in 1989 or make any changes to existing projects should discuss it thoroughly during the 1989 budget process. The Chairman requested Mr. Leuser to mention this at the next HECFI Board meeting. It was

MOVED by Mr. Cino, seconded by Mr. McFarland

THAT THE REPORT FROM THE DIRECTOR OF FINANCE AND ADMINISTRATION BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

6. Marketing Services Report

It was

MOVED by Mr. McFarland, seconded by Mayor Morrow

THAT THE MARKETING SERVICES REPORT AS PREPARED BY THE MARKETING SERVICES MANAGER BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

7. Committee Reports -
7.1 Copps Coliseum Committee

It was

MOVED by Mr. McFarland, seconded by Mayor Morrow

THAT THE COPPS COLISEUM COMMITTEE REPORT OF ITS MEETING ON AUGUST 24, 1988 BE RECEIVED AS INFORMATION.

MOTION CARRIED.

7.1.1 Method of Financing Copps Coliseum Design
Fees of Retail Space

It was

MOVED by Ald. Murray, seconded by Mr. Cino

THAT AN APPROPRIATION OF \$50,000 FOR DESIGN FEES BE ESTABLISHED WITHIN THE TOTAL APPROPRIATION OF \$250,000 FOR WORK-IN-PROGRESS EXPENDITURE ACTIVITY ACCOUNT NUMBER 0408-U3289, IMPROVEMENTS TO RETAIL SPACE-COPPS COLISEUM.

NOTE: THE COPPS COLISEUM COMMITTEE, AT ITS MEETING ON AUGUST 24, 1988, REQUESTED THAT THE HECFI EXECUTIVE COMMITTEE RECOMMEND THE METHOD OF FINANCING IN RESPECT OF AN ANTICIPATED \$50,000 IN DESIGN FEES FOR THE RETAIL SPACE OF COPPS COLISEUM.

MOTION CARRIED.

7.1.2 Method of Financing for Additional Washrooms in
the Administration Office Area

It was

MOVED by Ald. Murray, seconded by Ald. Wheeler

THAT THE COST TO FINANCE THE CONSTRUCTION OF TWO (2) ADDITIONAL WASHROOMS IN THE ADMINISTRATION OFFICE AREA OF COPPS COLISEUM AT THE TOTAL COST OF \$25,821.00 BE FINANCED FROM WORK-IN-PROGRESS EXPENDITURE ACCOUNT NUMBER 0408-K82522, ADMINISTRATION OFFICE EXPANSION.

NOTE: THE COPPS COLISEUM COMMITTEE, AT ITS MEETING ON AUGUST 24, 1988 REQUESTED THAT THE HECFI EXECUTIVE COMMITTEE RECOMMEND THE METHOD OF FINANCING TO

CONSTRUCT TWO (2) ADDITIONAL WASHROOMS IN THE ADMINISTRATION OFFICE AREA OF COPPS COLISEUM AT A TOTAL COST OF \$25,821.00.

MOTION CARRIED.

7.1.3 Method of Financing for Renovations to the Acoustic Panel Ceiling System in the Club Lounge

It was

MOVED by Ald. Wheeler, seconded by Mr. McFarland

THAT THE COST TO FINANCE THE RENOVATIONS TO THE ACOUSTIC PANEL CEILING SYSTEM IN THE CLUB LOUNGE AREA OF COPPS COLISEUM IN THE TOTAL AMOUNT OF \$22,800 BE FINANCED FROM WORK-IN-PROGRESS EXPENDITURE ACCOUNT NUMBER 0408-U32575, UPGRADING OF LOUNGE.

MOTION CARRIED.

7.2 Hamilton Place Committee

It was

MOVED by Mr. Cino, seconded by Ald. Wheeler

THAT THE HAMILTON PLACE COMMITTEE REPORT OF ITS MEETING ON AUGUST 25, 1988 BE RECEIVED AS INFORMATION.

MOTION CARRIED.

7.2.1 Approval to Proceed and Method of Financing
to Repair the Hamilton Place Roof

It was

MOVED by Mr. Cino, seconded by Ald. Wheeler

THAT THE CITY EXECUTIVE COMMITTEE BE REQUESTED TO
RECOMMEND TO CITY COUNCIL:

- (A) APPROVAL TO PROCEED WITH THE CAPITAL PROJECT TO
REPAIR THE HAMILTON PLACE ROOF AT AN ESTIMATED
COST OF \$349,000; AND
- (B) THAT THIS PROJECT BE FINANCED FROM HECFI'S
RESERVE FOR CAPITAL PROJECTS, ACCOUNT NO. 0280-
48.

NOTE: THE HAMILTON PLACE COMMITTEE, AT ITS MEETING ON
AUGUST 25, 1988, RECOMMENDED THAT THE TENDER SUBMITTED
BY SCHREIBER BROTHERS IN THE AMOUNT OF \$336,785 BE
ACCEPTED AND THAT TROW INC. CARRY OUT INSPECTIONS OF
THE WORK AS IT PROGRESSES THROUGH TO COMPLETION AT A
COST OF \$12,120.

THIS PROJECT IS INCLUDED IN THE 1988 PORTION OF THE
APPROVED 1988 - 1992 CAPITAL BUDGET PROGRAM AT AN
ESTIMATED COST OF \$335,000. SUFFICIENT FUNDS EXIST IN
HECFI'S RESERVE FOR CAPITAL PROJECTS ACCOUNT NO. 0280-
48 TO FINANCE THIS TOTAL PROJECT.

MOTION CARRIED.

8. Consolidated Unaudited Operating Results
8.1 HECFI Seven Month Period Ended
July 31, 1988

The Committee had reviewed the Director of Finance and Administration's report on the unaudited operating results of HECFI for the seven month period ended July 31, 1988. It was noted that HECFI's budgetary surpluses for the month and seven month period were \$47,639 and \$677,891, respectively.

The detail comprising these figures was as follows:

	<u>Budgetary Surplus (Deficit)</u>	
	<u>For</u> The Month of July 1988	<u>For The</u> Seven Month Period Ended July 31/88
Hamilton Convention Centre	\$ 25,954	\$214,254
Hamilton Place	\$ (22,375)	(23,446)
Copps Coliseum	\$ 34,800	293,439
Corporate	\$ 9,260	193,644
HECFI Total	<u>\$ 47,639</u>	<u>\$677,891</u>

It was

MOVED by Ald. Murray, seconded by Mr. Cino

THAT THE CONSOLIDATED UNAUDITED OPERATING RESULTS FOR HECFI FOR THE SEVEN MONTH PERIOD ENDED JULY 31, 1988 BE ACCEPTED AS CIRCULATED FOR SUBMISSION TO THE BOARD.

MOTION CARRIED.

8.2 CUP Seven Month Period
Ended July 31, 1988

The Committee had reviewed the Director of Finance and Administration's report on the unaudited operating results of the Central Utilities Plant for the seven month period ended July 31, 1988. It was noted that the CUP's budgetary surpluses for the month and seven month period are approximately \$10,031 and \$99,491, respectively. It was

MOVED by Ald. Murray, seconded by Ald. Wheeler

THAT THE CUP UNAUDITED OPERATING RESULTS FOR THE SEVEN MONTH PERIOD ENDED JULY 31, 1988 BE ACCEPTED AS CIRCULATED FOR SUBMISSION TO THE BOARD.

MOTION CARRIED.

- 9. New Business
- 9.1 Correspondence Received from
Ald. Christopherson

The Committee had reviewed the correspondence dated August 18, 1988 from Alderman Christopherson relative to the feasibility of the establishment of a municipal archive. Mr. Conacher suggested that if the Committee wished to pursue the matter, that Ms. Patricia Bennett attend the upcoming meeting respecting the matter and report back to the Committee. The Committee agreed, and it was

MOVED by Ald. Wheeler, seconded by Mr. Cino

THAT MS. PATRICIA BENNETT BE AUTHORIZED AS A REPRESENTATIVE OF HECFI TO ATTEND A MEETING ON THURSDAY, SEPTEMBER 22, 1988 FROM 12:00 NOON TO 2:00 P.M. AT THE HAMILTON PUBLIC LIBRARY TO DISCUSS THE FEASIBILITY OF THE ESTABLISHMENT OF A MUNICIPAL ARCHIVE, AND SUBMIT A WRITTEN REPORT ON THE MEETING TO THE HECFI EXECUTIVE COMMITTEE.

MOTION CARRIED.

- 10. Other Business

nil

- 11. Date of Next Meeting

Wednesday, October 12, 1988 at 11:00 a.m.

12. Adjournment

It was

MOVED by Ald. Wheeler, seconded by Mr. Cino

THAT THE MEETING BE ADJOURNED. (12:45 P.M.)

MOTION CARRIED.

TAKEN AS READ AND APPROVED:

ALDERMAN BRIAN HINKLEY, CHAIRMAN

Mrs. Joan M. Mills, Secretary

5.2 Copps Coliseum Committee Ninth Report



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

October 4, 1988

**REPORT TO THE HECFI BOARD OF DIRECTORS
FROM THE COPPS COLISEUM COMMITTEE MEETING
OF SEPTEMBER 28, 1988**

The Copps Coliseum Committee presents its **NINTH** Report and respectfully recommends the following:

1. Copps Coliseum Committee Minutes of August 24, 1988

That the Copps Coliseum Committee Minutes of August 24, 1988, be approved.

2. Volume Concession Services Inc. - Price Review

That the proposed alcoholic beverage prices, as detailed in a report entitled "Volume Concession Services Inc. - Price Review", dated 1988 August 17, as submitted by Messrs. John T. Crane and Bruce Smith, be approved as amended, and that this matter be subject to review by either Volume Concession Services Inc. or the Copps Coliseum Committee in six months time.

NOTE: Amended documentation is attached.

3. City Hall - Supply and Delivery of Replacement MCC Panels-Acceptance of Quotation

That the quotation submitted by WESCO, Hamilton, Ontario, in the total amount of \$24,702.84 for the supply and delivery of Westinghouse 5-star motor control centre panels be accepted, and that the HECFI Executive Committee recommend the method of financing.

NOTE (i) : Sole supplier

NOTE (ii): Documentation is attached.

The following are for information only:

1. Status Report on Confirmed Events/Performances at Copps Coliseum - October 1988 - January 1989

That the Status Report on Confirmed Events/Performances at Copps Coliseum - October 1988 - January 1989, be received for information.

NOTE: Documentation is attached.

2. Marketing Services Report - September 1988

That the Marketing Services Report - September 1988, be received for information.

3. Comment Cards

That the Comment Cards as submitted by the Director of Copps Coliseum, dated 1988 September 22, be received for information.

NOTE: Documentation is attached.

4. Consolidated Unaudited Operating Results For HECFI For The Eight Month Period Ended August 31, 1988

That the Consolidated Unaudited Operating Results For HECFI For The Eight Month Period Ended August 31, 1988, be received for information.

5. Unaudited Operating Results For The Central Utilities Plant For The Eight Month Period Ended August 31, 1988

That the Unaudited Operating Results For The Central Utilities Plant For The Eight Month Period Ended August 31, 1988, be received for information.

6. Event line-ups - garbage containers

The Chairman mentioned that he has had a number of calls from people complaining about the lack of garbage containers for those patrons waiting in line to purchase tickets at Copps Coliseum. The Director advised that those waiting in line for tickets, especially overnight, light fires in the garbage containers to keep warm, etc. and because of the apparent misuse of the garbage containers they are no longer set outside during ticket line-ups. The Director further advised that he will have a part-time employee on duty to clean the debris discarded by those waiting in line waiting to purchase tickets.

7. 1991 World Junior Hockey Tournament

That the motion carried by the HECFI Board of Directors at their meeting held 1988 September 16 reading "That the Copps Coliseum Committee prepare a bid on behalf of HECFI for the 1991 World Junior Hockey Tournament; a progress report to be presented to the full Board of Directors", was received for information.

NOTE: Documentation is attached.

8. Report By The Director Of Copps Coliseum

That the Report By The Director Of Copps Coliseum, dated 1988 September 23, be received for information.

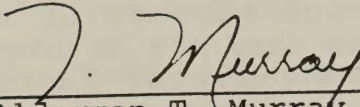
NOTE: Documentation is attached.

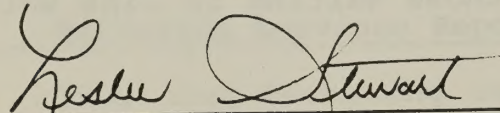
9. Quiet Room - Copps Coliseum

The Director advised that he would like to implement on a permanent basis at Copps Coliseum, during rock shows, a Quiet Room to be utilized by parents accompanying their children to such shows. He mentioned that this room has been implemented at Exhibition Stadium in Toronto due to the drug-related death of a young boy while attending a rock show there. He further advised that he intends to make this

room available to parents during the Def Leppard concert Saturday evening and will provide for their pleasure coffee, newspapers, and a television. The committee fully approved and endorsed this recommendation.

Respectfully submitted,


Alderman T. Murray, Chairman


Leslee Stewart, Secretary



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416-527-7900

M E M O R A N D U M

FOR ACTION: XXX

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary
HECFI Executive Committee, Attn. Mrs. J. Mills, Secretary

COPIES TO: Mr. B. Conacher
Mr. J. Leuser

FROM: Mr. B. Smith, General Manager, Volume Concession Services
Inc.
Mr. J. T. Crane, Director, Copps Coliseum

DATE: 1988 September 29

SUBJECT: Volume Concession Services Inc. - Price Review

RECOMMENDATION:

That the proposed alcoholic beverage prices, as detailed in this amended report, be accepted and become effective immediately.

BACKGROUND:

1. Provincial Sales Tax increased from 7% to 8% on May 2, 1988.
2. Additional taxes on alcoholic beverages increased overall costs by 3% on May 20, 1988.
3. The Consumer Price Index increased by 4.9% over the past 12 months in Southern Ontario.
4. The Ontario minimum wage increases from \$4.55 to \$4.75 on October 1, 1988, up 4.4%.
5. The cost of a keg of beer has increased by 10.6% over the past 12 months.

RECOMMENDED PRICE INCREASES

Item	Size	Price Per Ounce	Proposed Price (Tax Included)
Draught Beer (see Note)	12 oz.	22.5 cents	\$2.70
Draught Beer	22 oz.	17.5 cents	\$3.85
Imported Beer			\$3.75
Liquor	1 oz.		\$3.00
Peach Schnapps	1 oz.		\$3.30
Fuzzy Navel			\$3.95
Coolers			\$3.95

NOTE: The draught beer was amended from 14 oz. priced at \$3.15 to 12 oz. priced at \$2.70.

BACKGROUND (Continued):

RATIONALIZATION FOR PRICES

In addition to the background information, it is noted that both Ivor Wynne and Exhibition Stadiums have increased the price of a 12 oz. beer this season from \$2.40 to \$2.70 tax included. An increase of 13%. This reflects a price of 22.5 cents per ounce, and it is this price of 22.5 cents per ounce we request on our smallest draught size.

The discounting of larger size products of similar brands is a proven merchandising technique that the consumer has come to expect. We discount the larger sizes on our soft drinks, hot dogs, and popcorn, and beer, we believe, is comparable to these other consumer products. For this reason, we believe a 17.5 cents per ounce price on our larger draught size properly reflects consumer expectations.

Using our current cup sizes, the proposed prices for 16 oz. and 24 oz. draught would be \$3.60 and \$4.20 tax included, respectively. On reflection of these prices it was felt that some price resistance might exist, especially on the 24 oz. draught, as it exceeds the \$4.00 threshold. It was decided to reduce the portion size of each cup by 2 oz., creating 14 oz. and 22 oz. servings, keeping the price per ounce consistent with the above. The new selling prices would be \$3.15 and \$3.85 respectively. Our average price per ounce on 20.0 cents represents a 11.3% savings over that of Ivor Wynne and Exhibition Stadiums.

IMPACT OF ELIMINATING THE 22 OZ. GLASS

As with the sale of any product, there exists a supply/demand relationship. Based on year to date totals, 49.9% of our beer purchase are the 24 oz. size and this percentage is increasing. This is irrevocable evidence that consumer demand exists for this product. Based on this support, we do not believe there to be a logical reason to eliminate this size.

Copps Coliseum is unique in that beer consumption is restricted to designated licenced areas. For this reason, consumption is restricted to one or two 10 to 15 minute intermissions, plus the time between door opening and the start of the event. The consumer is aware of the time limitations and generally restricts

BACKGROUND (Continued):

a purchase to one beer of either size. In facilities that allow beer in the seating area, the consumer is more apt to purchase two beers per visit, consuming them at their leisure with no time restraints, and saving on a second trip back to the concession stand.

Having established that eliminating the larger size will not increase the quantity sold, thus reducing overall sales, we must observe other possible justifications for eliminating this size. Does providing the larger size encourage alcohol abuse? The answer is no for two reasons. As previously stated, the patron is restricted to one drink per intermission due to the time restraints, and this in itself eliminates the opportunity for intoxication. Secondly, the service staff have been trained to identify problem situations, and have full authority to refuse service to unruly or intoxicated individuals.

In examining projected figures for beer consumption from my 1988/89 budget, we can observe the amount of revenue that would be lost by eliminating the large size, under the assumption that consumers will now purchase the regular size as a substitute:

Projected	Revenue	-	1988/89	Beer Sale - 2 sizes
14 oz.	23030 units	@	\$3.15	= \$ 72,544.50
22 oz.	22920 units	@	\$3.85	= \$ 88,242.00
	45950			\$160,786.50 revenue

Projected	Revenue	-	1988/89	Beer Sale - 1 size
14 oz.	45950	@	\$3.15	= \$144,742.50 revenue

A third option would be to select one cup size somewhere between the two proposed sizes:

16 oz.	45950 units	@	\$3.60	= \$165,420.00 revenue
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BACKGROUND (Continued):

RECOMMENDATIONS

It is my recommendation as the General Manager of Volume Concession Services Inc. to maintain two cup sizes for the following reasons:

1. I am responsible for meeting the service requirements of Copps Coliseum patrons. They have demonstrated to me a demand for a product. My job is to supply it for them. At the same time, I am responsible for maximizing revenue whenever possible.
2. Today's consumer is seeking value, and receives it in the larger sizes.
3. By eliminating two sizes, we restrict our patrons' freedom of choice; to fulfill their need of a larger size. During the recent NHL Exhibition Game, large draught sales represented 73.0% of our total beer sales. We would like this trend to continue. Patrons not wishing a large beer would remain with the option of a 14 oz. beer.
4. Pouring one large beer instead of two small ones speeds up service and reduces congestion in the licenced areas. This is critical during large events.
5. The estimated loss of revenue of \$16,000. for this year will be magnified for future years when a hockey team returns to Copps Coliseum. The loss of the Hamilton Steelhawks for the 1988/89 season has already reduced our revenues for this season by an estimated \$257,400. Given this situation I would expect that efforts would not be made to increase this loss.

Respectfully submitted,

Bruce Smith
General Manager
Volume Concession Services
Inc.



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

M E M O R A N D U M

FOR ACTION: XXX

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary

COPIES TO: Mr. B. Conacher
Mr. J. Leuser

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1988 September 22

SUBJECT: City Hall - Supply and Delivery of Replacement MCC
Panels - Acceptance of Quotation

RECOMMENDATION:

- That 1) The quotation submitted by WESCO, Hamilton, Ontario, in the total amount of \$24,702.84 for the supply and delivery of Westinghouse 5-Star motor control centre panels be accepted.
- 2) The HECFI Executive Committee recommend the method of financing.

NOTE: Sole supplier.

BACKGROUND:

Through the City of Hamilton Purchasing Department, a quotation was requested from WESCO for the supply and delivery of Westinghouse 5-Star motor control centres to replace existing units located at City Hall. Attached please find copy of quotation dated 1988 September 12 from WESCO.

WESCO is the sole supplier of these particular components and as a result, comparison costs from other companies are not available.

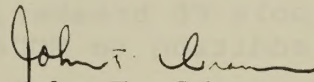
I am recommending that motor control centres number 1A, 2, and 5A be replaced in 1988 at a total cost of \$24,702.84 including all applicable taxes.

During 1989 the remaining MCC, ie. No. 3 will be replaced as per approved Capital Budget submission.

It should be noted that the installation of these new motor control centres is not included in the above quotation and that this work will be awarded separately.

Sufficient funds are available within Work-In-Progress Account No. 0408-K82531 - Replacement MCC, City Hall to finance this expenditure.

Respectfully submitted,


John T. Crane
Director
Copps Coliseum

attchm.



W E S C O

Westinghouse
Sales and Distribution Inc.

Box 86
Hamilton Ontario
L8N 3A2

September 12, 1988

Corporation of the City
of Hamilton
Purchasing Dept., City Hall
Hamilton, Ontario
L8N 3T4

ATTENTION: Mr. C. Rendell

SUBJECT: Our Quotation H3-6218
Motor Control Centres

Dear Sir:

This will confirm that the prices quoted for motor control centres as per our quotation H3-6218, dated July 24, 1987, are still in effect as follows:

<u>MCC</u>	<u>Shop Order #</u>	<u>Net Price Each</u>
1A	4E6862	\$ 7,323.00 *
2	4E6863	5,928.00 *
3	4E6864	15,618.00
5A	4E6867	9,622.00 *

We also wish to confirm the following:

TOTAL NET \$ 22873.00

1 only - wrapper containing 1 only 90A, 3 pole, FB breaker and 1 only 15A, 3 pole FB breaker, c/w door and handle mechanism, for future addition to MCC4. +80

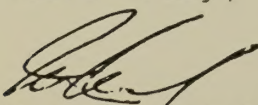
Net Price.....\$1195.00

Quoted prices are firm for acceptance until October 12, 1988.

All other terms and conditions remain as per our original quotation.

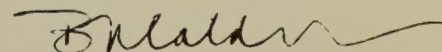
If you require further information or have any question on the above, please do not hesitate to call the writer.

Yours truly,


Manuel Maciel
Sales Engineer
Hamilton Branch

NOTE FST included

PST @ 8% extra





**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

REPORT TO COPPS COLISEUM COMMITTEE

REPORT TO : Copps Coliseum Committee
Attn: Leslee Stewart

FROM : J. T. Crane, Director, Copps Coliseum

COPIES TO : B. Conacher, Managing Director/CEO, HECFI

DATE : September 22, 1988

RE : Status Report on Confirmed Events/Performances
at Copps Coliseum, October, 1988 - January, 1989

October, 1988

12 Confirmed Events/Performances:

1. Def Leppard Concert
: October 1st
2. Eric Clapton Concert
: October 8th
3. Robert Plant Concert
: October 13th
4. Reba McEntire Concert
: October 22nd
5. Detroit Pistons vs Atlanta Hawks - NBA Preseason
Exhibition Game
: October 23rd
6. Billy Graham Crusade
: October 26th, 27th, 28th, 29th and 30th

Report To:

Copps Coliseum Committee - Status of

Confirmed Events/Performances - September 22, 1988

Page 2

November, 1988

14 Confirmed Events/Performances:

1. 1988 International Auto Show
: November 3rd, 4th, 5th and 6th
2. Ringling Bros. and Barnum & Bailey Circus
: November 9th, 10th, 11th, 12th and 13th

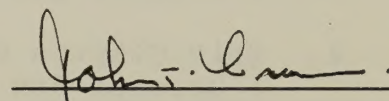
December, 1988

0 Confirmed Events/Performances

January, 1989

0 Confirmed Events/Performances

/jd



J. T. Crane
Director
Copps Coliseum



**Copps
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M E M O R A N D U M

FOR INFORMATION: XXX

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary

COPIES TO: Mr. B. Conacher

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1988 September 22

SUBJECT: Comment Cards

RECOMMENDATION:

For information purposes only.

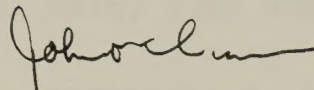
MEMORANDUM from
COPPS COLISEUM

Page 2

BACKGROUND:

Attached for the committee's information are the Comment Cards received to date.

Respectfully submitted,



John T. Crane
Director
Copps Coliseum

attchms.



**Copps
Coliseum**
Victor K. Copps
Trade Centre/Arena

COMMENT CARD

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416 527-7900

THANK YOU FOR ATTENDING EVENTS AT COPPS COLISEUM.

YOUR COMMENTS ARE VERY MUCH APPRECIATED. IN ORDER THAT WE MAY CONTINUE TO STRIVE FOR EXCELLENCE IN OUR OPERATION, PLEASE TAKE THE TIME TO FILL OUT OUR COMMENT CARD.

NAME OF EVENT: WATCHTOWER CONVENTION

DID YOU ENJOY THE EVENT? YES

WERE YOU SATISFIED WITH:

	YES	NO	COMMENTS
STAFF	☒	☐	<u>you have a beautiful facility + we (personal witnesses) appreciate having the use of it.</u>
FACILITY	☒	☐	
CONCESSIONS	☒	☐	
OTHER	☐	☐	

SUGGESTIONS:

NAME: J. FISHER

ADDRESS: 90 MASSEY ST. TORONTO.

PHONE NUMBER: 363 6261

THANK YOU



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Coliseum**
Victor K. Copps
Trade Centre/Arena

COMMENT CARD

101 York Boulevard
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NAME OF EVENT: ~~GET~~ PENTECOSTAL ASSEMBLY

DID YOU ENJOY THE EVENT? YES

WERE YOU SATISFIED WITH:

	YES	NO	COMMENTS
STAFF	☐	☒	
FACILITY	☐	☐	
CONCESSIONS	☐	☒	
OTHER	☒	☐	

SUGGESTIONS:

LET'S GET AN NHL OR CHL TEAM HERE

NAME:

ADDRESS:

PHONE NUMBER:

THANK YOU



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NAME OF EVENT: DIVINE JUSTICE JEHOVAH'S WITNESS

DID YOU ENJOY THE EVENT? VERY MUCH ASSEMBLY

WERE YOU SATISFIED WITH:

	YES	NO	COMMENTS
STAFF	☐	☒	<u>DID NOT SEE ANY</u>
FACILITY	☒	☐	<u>BEAUTIFUL BUILDING WELL</u>
CONCESSIONS	☐	☐	<u>TAKEN CARE OF</u>
OTHER	☐	☐	
SUGGESTIONS: <u>THIS IS THE NICEST FACILITY I HAVE</u> <u>BEEN TO IN MORE THAN 20 YRS. I WORKS</u> <u>WELL FOR OUR NEEDS, COOL, WELL LITE</u> <u>COMFORTABLE SEATING ENOUGH RESTROOMS</u> <u>GOOD AREAS FOR FOOD STANDS. I COME BACK IF</u>			
NAME: <u>FRANCES L. CASTLE</u>			
ADDRESS: <u>32 AUBURN ST WOLCOTT NY 14590</u>			
PHONE NUMBER: <u>315 594 2210</u>			

THANK YOU



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Trade Centre/Arena

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NAME OF EVENT: Divine Justice District Convention of Jehovah's

DID YOU ENJOY THE EVENT? yes

WERE YOU SATISFIED WITH:

	YES	NO	COMMENTS
STAFF	☒	☐	
FACILITY	☒	☐	<u>neat, clean good acoustics (no)</u>
CONCESSIONS	☒	☐	
OTHER	☐	☐	<u>way streets make unloading easier</u>
SUGGESTIONS: <u>Thank you for enough bathrooms. None</u> <u>of the other places had enough & they work</u>			

NAME: J. Carls

ADDRESS: Wolcott NY 14590

PHONE NUMBER: _____

THANK YOU



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THANK YOU FOR ATTENDING EVENTS AT COPPS COLISEUM.

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NAME OF EVENT: Watchtower Convention

DID YOU ENJOY THE EVENT? Yes

WERE YOU SATISFIED WITH:

	YES	NO	COMMENTS
STAFF	☒	☐	<u>exemplary</u> <u>paramount of excellence</u> <u>great</u>
FACILITY	☒	☐	
CONCESSIONS	☒	☐	
OTHER	☐	☐	

SUGGESTIONS: _____

NAME: Robbby Taylor

ADDRESS: 4 Encrest Rd Scarborough

PHONE NUMBER: _____

THANK YOU



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THANK YOU FOR ATTENDING EVENTS AT COPPS COLISEUM.

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NAME OF EVENT: Jehovah's Witnesses Watchtower Convention

DID YOU ENJOY THE EVENT? Yes, very much

WERE YOU SATISFIED WITH:

	YES	NO	COMMENTS
STAFF	☒	☐	<u>Restrooms excellent - Handled large</u> <u>crowd efficiently - esp ladies'</u> <u>rooms!</u>
FACILITY	☒	☐	
CONCESSIONS	<u>N/A</u> ☐	☐	
OTHER	☐	☐	

SUGGESTIONS: Appreciated lack of billboard advertisements unlike
other facilities. Overall, enjoyed facilities very much
& really hope we can use them again.

NAME: Gragg + Carol Ross

ADDRESS: 910 Orchard Dr Lewiston, NY 14092 USA

PHONE NUMBER: (716) 754-7805

THANK YOU



**Copps
Coliseum**
Victor K. Copps
Trade Centre/Arena

COMMENT CARD

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

THANK YOU FOR ATTENDING EVENTS AT COPPS COLISEUM.

YOUR COMMENTS ARE VERY MUCH APPRECIATED. IN ORDER THAT WE MAY CONTINUE TO STRIVE FOR EXCELLENCE IN OUR OPERATION, PLEASE TAKE THE TIME TO FILL OUT OUR COMMENT CARD.

NAME OF EVENT: Jehovah's Witness Watchtower Convention July 21-24

DID YOU ENJOY THE EVENT? YES

WERE YOU SATISFIED WITH:

	YES	NO	COMMENTS
STAFF	☒	☐	<u>We loved the amt. of workrooms!</u>
FACILITY	☒	☐	
CONCESSIONS	☒	☐	
OTHER	☐	☐	

SUGGESTIONS: The seats are a little too close & the upper section is very steep. We think you should also put higher railings up in the upper section!

NAME: Merry Oumais

ADDRESS: 268 East Ave North Tonawanda, NY 14120

PHONE NUMBER: 716 692-9282

THANK YOU



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

M E M O R A N D U M

FOR INFORMATION: XXX

TO: Copps Coliseum Committee

COPIES TO: Mr. B. Conacher
Mr. J. Crane
Mr. J. Leuser

FROM: Ms. L. Stewart, Secretary
Copps Coliseum Committee

DATE: 1988 September 22

SUBJECT: 1991 World Junior Hockey Tournament

RECOMMENDATION:

For the information of the Copps Coliseum Committee.

M E M O R A N D U M from
COPPS COLISEUM

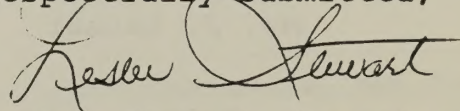
Page 2

BACKGROUND:

The HECFI Board of Directors at their meeting held 1988 September 16 carried the following motion:

"THAT THE COPPS COLISEUM COMMITTEE PREPARE A BID ON BEHALF OF HECFI FOR THE 1991 WORLD JUNIOR HOCKEY TOURNAMENT; A PROGRESS REPORT TO BE PRESENTED TO THE FULL BOARD OF DIRECTORS."

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Leslee Stewart".

Leslee Stewart, Secretary
Copps Coliseum Committee



Copps Coliseum

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

September 23, 1988

REPORT BY THE DIRECTOR OF COPPS COLISEUM

Events

Rod Stewart played to an audience of approximately 10,000 loyal fans on Thursday, September 1, 1988. Mr. Stewart, a very popular and energetic performer has maintained his popularity for more than 20 years and is certainly in the superstar category with such hits as "Do You Think I'm Sexy", "Maggie May", and his new hit "Forever Young".

Mr. Stewart was born and raised in Scotland and is known also as a very good soccer player. It is believed that he was the owner of one of the elite soccer clubs in Britain and practiced regularly with the club. During his performance at Copps Coliseum he would kick a soccer ball into the audience from time to time. It was truly a very good show.

On September 17th and 18th, 1988, The Ontario Rodeo returned to the Coliseum for three performances. Approximately 4,000 patrons attended the two day event and seemed to have enjoyed themselves. Rodeo is an event in which you have to be really tuned into with regards to the roping of cows and running horses, etc. The organizers say they will be returning to the Coliseum again next year.

The pre-season NHL Exhibition hockey game took place at the Coliseum on Wednesday, September 21, 1988 at 7:30 p.m. Due to the fact that it was an exhibition game, both teams were trying out new players and therefore, many of the regulars were not in the line-up. Approximately 11,000 fans watched what I thought was a very good hockey game. Mr. Russ Boychuk, the promoter of the game was somewhat unhappy with the attendance particularly, he says, since he spent a great deal of money promoting the event. He estimates that he will have taken a loss of approximately \$10,000.00 on the event.

Upcoming Events

The Director has arranged several good concerts in October, ie.

Def Leppard, Saturday, October 1st at 7:30 p.m.
Eric Clapton, Saturday, October 8th at 8:00 p.m.
Robert Plant, Thursday, October 13th at 8:00 p.m.
Reba McEntire, Saturday, October 22nd at 8:00 p.m.

The Def Leppard concert will be played in the Round at the Coliseum and the Director is expected to receive the largest gross gate sales, and novelties and souvenir sales than any other event held at the Coliseum. The Copps Coliseum share of gross ticket sales and novelties and souvenir sales could reach approximately \$80,000.00 to \$90,000.00.

Other events in October will be the NBA game on Sunday, October 23rd at 7:00 p.m. between the Detroit Pistons and the Atlanta Hawks. This should be a really good basketball game. Also appearing near the end of October is the Golden Horseshoe Billy Graham Crusade which runs from October 26th to October 30th. We expect a full house on each day of the event.

Technical

The Central Utilities Plant staff have installed a cooling unit in the ceiling of Room 219 at City Hall.

The Central Utilities Plant has completed the following work at the Convention Centre;

- a. Completed the air balancing of all H.V.A.C. systems.
- b. Installed new 50,000 BTU electric duct heater in Foyer Lobby system.
- c. Made lighting changes in Room 201 to improve lighting and reduce energy.

Parking For Trade Shows At Copps Coliseum

The Director has worked out an arrangement with Mr. Peter Baker, General Manager, Parking Authority which will designate a part of the parcel of land known as the Napier Street Parking Lot to be used by Copps Coliseum staff for shows requiring parking areas. The parcel of land designated for use by the Coliseum measures 75' by 365' which will allow for the parking of approximately 50 to 60 buses, trailers, and other vehicles used in such attractions as Disney On Ice, Rodeo, Monster Trucks, etc.

The Director of Copps Coliseum appreciates the efforts and generosity of Mr. Peter Baker in understanding our concerns with regards to our parking concerns and making this space available to us.

Appointment of Sales Executive - Copps Coliseum

The Director of Copps Coliseum is pleased to announce the appointment of Ms. Leslee Stewart to the position of Sales Executive. This appointment is to become effective September 26, 1988. For the past 3 years, Ms. Stewart has held the position of Administrative Assistant/Secretary to the Director of Copps Coliseum, and I am positive that Ms. Stewart will do an outstanding job for us.

Respectfully submitted,



John T. Crane
Director
Copps Coliseum

Part 1: The First Chapter of the Book

The first chapter of the book is a very important one. It sets the stage for the rest of the story. The author begins by describing the setting of the story, which is a small town in the mountains. He then introduces the main characters, who are a group of young people who are living in the town. The chapter ends with a description of the town and the people who live there.

The second chapter of the book is also very important. It continues the story from the first chapter. The author describes the events that take place in the town, and how the main characters are involved in them. The chapter ends with a description of the town and the people who live there.

The third chapter of the book is also very important. It continues the story from the second chapter. The author describes the events that take place in the town, and how the main characters are involved in them. The chapter ends with a description of the town and the people who live there.

The fourth chapter of the book is also very important. It continues the story from the third chapter. The author describes the events that take place in the town, and how the main characters are involved in them. The chapter ends with a description of the town and the people who live there.

The fifth chapter of the book is also very important. It continues the story from the fourth chapter. The author describes the events that take place in the town, and how the main characters are involved in them. The chapter ends with a description of the town and the people who live there.

⁵
4.2.1 Copps Coliseum Committee ~~In Camera~~
Minutes of August 24, 1988

COPPS COLISEUM COMMITTEE

Wednesday, August 24, 1988
11:30 A.M.
Hamilton Room, Copps Coliseum

PRESENT: Alderman T. Murray, Chairman
Alderman B. Hinkley, Chairman, HECFI
Board
Alderman J. Gallagher
Mr. T. Casey
Mr. W. McFarland
Mr. N. Levitt

ALSO
PRESENT: Mr. B. Conacher
Mr. J. Crane
Mr. J. Leuser
Ms. L. Stewart, Secretary

REGRETS: Mr. D. Beattie, Vice-Chairman

The Chairman called the meeting to order at 11:40 a.m.

The following motions were carried during the In Camera Session:

THAT THE IN CAMERA SESSION OF THE COPPS COLISEUM COMMITTEE MEETING BE CONVENED AT 1:20 P.M.

THAT THE COPPS COLISEUM COMMITTEE IN CAMERA MINUTES OF JULY 27, 1988, BE APPROVED.

THAT THE FINANCIAL AND STATISTICAL INFORMATION REPORTS ON EVENTS FOR THE SEVEN MONTH PERIOD ENDED JULY 31, 1988, BE RECEIVED FOR INFORMATION.

THAT THE REPORT ENTITLED "MARKETING INCENTIVES FOR CONCERT PROMOTERS", AS SUBMITTED BY MR. JOHN T. CRANE, DIRECTOR OF COPPS COLISEUM, DATED 1988 AUGUST 17, BE APPROVED.

THAT THE REPORT BY THE DIRECTOR OF COPPS COLISEUM, DATED 1988 AUGUST 19, BE RECEIVED FOR INFORMATION.

THAT THE IN CAMERA SESSION OF THE COPPS COLISEUM COMMITTEE MEETING BE ADJOURNED AT 2:00 P.M.

1. Copps Coliseum Committee Minutes of July 27, 1988

1.1 Errors or Omissions

MOVED by Alderman Gallagher, seconded by Mr. Levitt that

MR. BEATTIE, VICE-CHAIRMAN, WHO WAS PRESENT AT THE JULY 27, 1988 COPPS COLISEUM COMMITTEE MEETING WAS LISTED UNDER "REGRETS", AND MR. CASEY WHO WAS NOT PRESENT AT THE JULY 27, 1988 COPPS COLISEUM COMMITTEE MEETING SHOULD HAVE BEEN LISTED UNDER "REGRETS".

MOTION CARRIED.

1.2 Motion For Approval

MOVED by Alderman Gallagher, seconded by Mr. Levitt that

THE COPPS COLISEUM COMMITTEE MINUTES OF JULY 27, 1988, BE ADOPTED AS AMENDED.

MOTION CARRIED.

2. Business Arising From The Minutes

2.1 Volume Concession Services Inc. - Price Review

Alderman Gallagher stated that the document before the committee today does not address the issue. He further stated that he wants to know what they are changing now, the prices, service perspective, etc.

The HECFI Managing Director/CEO advised that management discussed this item. He advised that originally the beer sizes were large and we would prefer smaller sizes due to anti-drinking campaigns. He added that discussion entailed how much beer costs per ounce. The price agreed to is under \$4.00.

The Director of Copps Coliseum advised the committee that they discussed a smaller size beer

as people had little time in which to drink the 24 oz. beer. He mentioned that management do not want patrons to leave the Coliseum intoxicated.

Alderman Gallagher mentioned that there is one size beer at Ivor Wynne Stadium and the price is \$2.70. He added that he believes the price of beer at Ivor Wynne Stadium is too expensive and therefore cannot support the \$3.15 proposed price for a beer at Copps Coliseum.

Mr. Levitt inquired why cannot a straight price per ounce for beer be charged. The HECFI Managing Director/CEO advised that when one increases the volume there is a reduction in price. He added that this is a standard merchandising technique. Mr. Levitt stated that he believes the price of beer should be kept straight across the board.

Mr. McFarland mentioned that he cannot agree with the recommendation as it stands. He mentioned that he would like to see #7 deleted from the recommendation. He inquired if other facilities have large glasses or do they sell a one-size glass. He added that perhaps we should consider a one size glass.

The Chairman concurred with Mr. McFarland in that #7 be deleted from the recommendation. He mentioned that since this facility does not want to encourage drinking, we should eliminate the large glass and sell one size only.

The HECFI Managing Director/CEO advised that if the facility sells one size beer, ie. 14 oz., then a patron can purchase two, and that equals 28 oz. of beer.

The Director of Copps Coliseum advised that the committee that this facility does not have a problem with intoxicated patrons leaving the building. He mentioned that at some events beer is not sold and that is to prevent any incidents from taking place.

The Director of Finance and Administration advised that he believes most of the public are responsible, and perhaps we should give the public a choice. He added that there is a discount for a larger volume. He further added that since menu prices are set for an entire year, that is the

intent of #7 as listed in the recommendation.

Mr. Casey mentioned that he has read many articles about the drought, ie. crop shortages, etc. He mentioned that if we make the sizes of beers similar, then make the pop sizes similar. He added that the choice should be up to the people who want to drink, and added that you will always get the odd person who is drunk.

The HECFI Managing Director/CEO asked that the committee vote on the food and alcoholic proposed prices separately today.

MOVED by Mr. McFarland, seconded by Mr. Casey that

THE PROPOSED FOOD AND NON-ALCOHOLIC BEVERAGE PRICES, AS DETAILED IN A REPORT ENTITLED "VOLUME CONCESSION SERVICES INC. - PRICE REVIEW", DATED 1988 AUGUST 17, AS SUBMITTED BY MESSRS. JOHN T. CRANE AND BRUCE SMITH, BE APPROVED, AND THAT ITEM #7 LISTED ON PAGE 2 OF THE REPORT, UNDER "BACKGROUND", BE DELETED.

MOTION CARRIED.

MOVED by Alderman Gallagher, seconded by Mr. Levitt that

THE PROPOSED ALCOHOLIC BEVERAGE PRICES, AS DETAILED IN THE REPORT ENTITLED "VOLUME CONCESSION SERVICES INC. - PRICE REVIEW", DATED 1988 AUGUST 17, AS SUBMITTED BY MESSRS. JOHN T. CRANE AND BRUCE SMITH, BE TABLED, AND THAT THE COPPS COLISEUM COMMITTEE BE PROVIDED AT THEIR NEXT MEETING A REVISED REPORT INCLUDING THE RECOMMENDED PRICE INCREASES, THE RATIONALIZATION FOR SUCH PRICE INCREASES, THE IMPACT OF ELIMINATING THE 22 OZ. GLASS AND INTRODUCING A ONE-SIZE GLASS, AND THAT #7 LISTED ON PAGE 2 OF THE REPORT, UNDER "BACKGROUND" BE DELETED.

MOTION CARRIED.

A recorded vote was called. For: McFarland, Levitt, Gallagher. Against: Murray, Casey.

Alderman Hinkley enters the meeting

2.2 Copps Coliseum - Leasing of Retail Space,
Retention of Leasing Agent, J. J. Barnicke Limited

MOVED by Alderman Gallagher, seconded by Mr. McFarland that

J. J. BARNICKE LIMITED BE RETAINED AS THE LEASING AGENT FOR THE RETAIL SPACE AVAILABLE WITHIN COPPS COLISEUM AT A FEE OF FIVE (5%) PERCENT OF THE FIRST YEAR'S NET RENTAL AND TWO (2%) PERCENT OF EACH SUBSEQUENT YEAR'S NET RENTAL TO AN UPSET TOTAL AMOUNT OF \$98,825.00, AND THAT AN ALLOWANCE OF \$50,000.00 BE CREATED AND UTILIZED FOR DESIGN FEES NECESSARY TO COMPLETE THE AREA SUITABLE FOR USE, AND THAT THE HECFI EXECUTIVE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

MOTION CARRIED.

2.3 Copps Coliseum - Modifications to Floor Seats

MOVED by Alderman Gallagher, seconded by Mr. Levitt that

A QUANTITY OF FIFTY (50) "BOOSTER" CHAIRS BE PURCHASED AND MADE AVAILABLE, UPON REQUEST, FOR SMALL CHILDREN SEATED ON FLOOR CHAIRS ONLY, WHILE ATTENDING EVENTS IN COPPS COLISEUM.

MOTION CARRIED.

2.4 Copps Coliseum - Installation of Barrier at
Front of Disabled Seating Spaces

The Chairman mentioned that at the Saddledome in Calgary, a rail is placed in front of the handicapped as some tend to get excited and may spit and/or vomit.

MOVED by Mr. Levitt, seconded by Mr. McFarland that

NO ACTION BE TAKEN WITH RESPECT TO THE INSTALLATION OF A SAFETY RAIL/BARRIER AT THE FRONT OF THE DISABLED SEATING SPACES SITUATED AROUND THE INSIDE PERIMETER OF THE CONCOURSE LEVEL.

MOTION CARRIED.

3. Marketing

3.1 Status Report on Confirmed Events/Performances
at Copps Coliseum - September 1988 - December 1988

MOVED by Mr. McFarland, seconded by Mr. Levitt that

THE STATUS REPORT ON CONFIRMED EVENTS/PERFORMANCES
AT COPPS COLISEUM - SEPTEMBER 1988 - DECEMBER 1988,
BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

The Director of Copps Coliseum announced the Rod
Stewart concert has just been signed.

3.2 Marketing Services Report - August 1988

MOVED by Mr. McFarland, seconded by Alderman
Hinkley that

THE MARKETING SERVICES REPORT - AUGUST 1988, BE
RECEIVED FOR INFORMATION.

MOTION CARRIED.

3.3 Client Evaluation Form and Comment Cards

The Director of Copps Coliseum advised the
committee that they people are contacted and
invited to another event at Copps Coliseum. The
Chairman asked that the Director ensure that their
complaints are justified.

MOVED by Mr. McFarland, seconded by Alderman
Hinkley that

THE CLIENT EVALUATION FORM AND COMMENT CARDS AS
SUBMITTED BY THE DIRECTOR OF COPPS COLISEUM, DATED
1988 AUGUST 18, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

4. Capital Construction Items

4.1 Copps Coliseum - Renovations to Acoustic Panel Ceiling System; Acceptance of Quotation, Falla Construction Ltd.

MOVED by Alderman Gallagher, seconded by Mr. Levitt that

THE QUOTATION SUBMITTED BY FALLA CONSTRUCTION LTD. FOR RENOVATIONS TO THE ACOUSTIC PANEL CEILING SYSTEM IN THE CLUB LOUNGE AREA OF COPPS COLISEUM IN THE TOTAL AMOUNT OF \$22,800.00, BE ACCEPTED.

MOTION CARRIED.

It should be noted that approval was not given to proceed with these renovations in the Hamilton Room.

4.2 Copps Coliseum - Supply and Installation of Exterior Electronic Signage - Steel Art Signs Ltd., Release of Holdback

MOVED by Alderman Gallagher, seconded by Mr. Casey that

THE HOLDBACK MONIES RETAINED TO DATE BY THE CORPORATION OF THE CITY OF HAMILTON, TREASURY DEPARTMENT IN THE TOTAL AMOUNT OF \$32,291.00 BE RELEASED TO THE CONTRACTOR, NAMELY, STEEL ART SIGNS LTD., SUBJECT TO A LIEN SEARCH BEING CONDUCTED BY THE CITY SOLICITOR'S DEPARTMENT AND APPROVAL OF THE TREASURY DEPARTMENT, BE APPROVED.

MOTION CARRIED.

4.3 Copps Coliseum - Administration Offices-Additional Washrooms; Acceptance of Tender

MOVED by Mr. Casey, seconded by Mr. McFarland that

THE QUOTATION SUBMITTED BY ID DEVELOPMENT FOR ALL LABOUR, MATERIALS, AND EQUIPMENT NECESSARY TO CONSTRUCT TWO (2) ADDITIONAL WASHROOMS IN THE ADMINISTRATION OFFICE AREA OF COPPS COLISEUM IN THE TOTAL AMOUNT OF \$25,821.00, BE ACCEPTED, AND THAT THE HECFI EXECUTIVE COMMITTEE RECOMMEND THE METHOD OF FINANCING, AND THAT THIS PROJECT BE CLOSELY

MONITORED TO ENSURE THE WORK IS CARRIED OUT IN A PROPER MANNER, AND THAT ID DEVELOPMENT BE MADE AWARE OF THE CITY'S FAIR WAGE POLICY, AND THAT A REPORT ON THE COMPLETED WORK BE SUBMITTED TO THE COPPS COLISEUM COMMITTEE UPON COMPLETION OF THE PROJECT.

MOTION CARRIED.

5. New Business

5.1 Consolidated Unaudited Operating Results for HECFI for the Seven Month Period Ended July 31, 1988

MOVED by Mr. Casey, seconded by Mr. McFarland that

THE CONSOLIDATED UNAUDITED OPERATING RESULTS FOR HECFI FOR THE SEVEN MONTH PERIOD ENDED JULY 31, 1988, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5.2 Unaudited Operating Results for The Central Utilities Plant for the Seven Month Period Ended July 31, 1988

MOVED by Mr. Casey, seconded by Mr. McFarland that

THE UNAUDITED OPERATING RESULTS FOR THE CENTRAL UTILITIES PLANT FOR THE SEVEN MONTH PERIOD ENDED JULY 31,, 1988, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

6. Other Business

6.1 Display Advertising

The HECFI Managing Director/CEO mentioned that the original firm is not available to do the work. The second choice firm is interested and cannot make a formal presentation until after Labour Day.

7. Unfinished Business

The committee duly noted the Unfinished Business.

8. Date of Next Meeting

Wednesday, September 28, 1988
11:30 a.m.
Hamilton Room, Copps Coliseum

9. Adjournment

MOVED by Mr. Levitt, seconded by Mr. Casey that

THE COPPS COLISEUM COMMITTEE MEETING BE ADJOURNED
AT 1:15 P.M.

MOTION CARRIED.

TAKEN AS READ AND APPROVED,

Alderman T. Murray, Chairman

Leslee Stewart, Secretary

THE UNIVERSITY OF CHICAGO
DIVISION OF THE PHYSICAL SCIENCES
DEPARTMENT OF CHEMISTRY
5700 SOUTH CAMPUS DRIVE
CHICAGO, ILLINOIS 60637
TEL: 773-936-5000
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PROFESSOR OF CHEMISTRY
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5.3 Hamilton Convention Centre Committee Eighth Report



REPORT TO THE BOARD OF DIRECTORS, HECFI
FROM THE HAMILTON CONVENTION CENTRE COMMITTEE MEETING
OF FRIDAY, SEPTEMBER 30, 1988

The Hamilton Convention Centre Committee presents its NINTH REPORT for 1988 as follows:-

1. Unaudited Operating Results for -

The Seven-month period to July 31, 1988

The Eight-month period to August 31, 1988

The above reports were approved by the Committee and will be included with the material supplied by the Finance/Administration Division.

INFORMATION ITEMS:

The following items were received for information:

2. Director's Report for July/August, 1988

A copy of the Report is attached hereto as APPENDIX "A".

3. Client Evaluations

4. Correspondence

5. Report on Client Evaluations

6. Request for Donated Wine - Gallery of Distinction

This request was discussed and it was agreed that donated wine should be allowed at the Gallery of Distinction Dinner to be held on October 26, 1988, i.e. with a limit of two bottles per table of ten. A copy of the letter of request and the recommendation of the Director, HCC to deny the request, is attached as APPENDIX "B".

7. Date of next meeting

The date of the next meeting was confirmed as Friday, October 28, 1988.

Respectfully submitted,

Alderman Reg Wheeler, Chairman
Hamilton Convention Centre Committee

B. Goddard
Secretary



REPORT TO THE HAMILTON CONVENTION CENTRE COMMITTEE
FROM THE DIRECTOR FOR JULY AND AUGUST, 1988

September 23, 1988

INTRODUCTION

Summer of 1988 was the best summer ever for the Centre, both for the number of events, and revenue. On the revenue side, the Centre went 26% over 1987 and 78% over budget for the two months. Annually, the facility is 20% over budget and 6% over 1987.

SALES

During the summer, the Sales Manager resigned, effective September 30, 1988 to take employment at the new Carmen's Banquet Centre on the Mountain. The position was posted and after several interviews with prospective applicants, Mr. Sal Farrauto, a Sales Executive at the Centre, was appointed Sales Manager, effective October 3, 1988.

FUTURE SALES

Future Sales were down for July and August by 53% when compared to budget and 49% vis a vis 1987. Annually, Sales are off by 9% and when compared to 1987 off by 4%. However, August 1987 figures were skewed by approximately \$200,000 because of recording five trade shows in that month. It is expected these trade shows will be repeated and will be part of the September/December reporting period, when budget figures will again be reached.

OPERATIONS

There were a number of large special events during both July and August. The month of July started with the Lithuanian World Dance Festival (4,500), then Scot Dance Canada (2,700) and the Robbie Burns Federation (1,600) rounded out the month. The Square Dance Convention was the highlight of August with 7,000 people attending the Convention, and all three HECFI buildings being used for the dancers. The event was a perfect example of how the three facilities can be employed to cater to meeting planners and delegates when they bring their conventions to Hamilton.

August also saw the Ukrainian Millennium (5,000), Sports Distributors (1,400) and the Pentecostal Assemblies (12,000).

The summer was a very successful one for the City of Hamilton as far as convention visitors were concerned, and the amount of new money coming into Hamilton to be rippled around the community cannot be over-estimated.

..... 2

OTHER

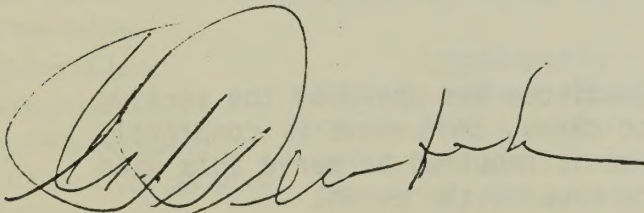
Mr. Rick Galway has been appointed Maintenance Assistant and has already shown his expertise and co-operation among the staff at the Centre.

The Kitchen Expansion has now begun and is expected to be completed during September/October.

The tender for the rugs is being completed and the forecast installation period is December/January.

The dishwasher is now in full operation and working well - it has already proved that it is head and shoulders above the previous machine.

Finally, Operating and Capital Budgets are now being prepared by Management and the Marketing Plan for 1989 is being written. When these documents are complete, they will be placed in front of the Committee during the October and November meetings.



William J. Penfold
Director
Hamilton Convention Centre

WJP:bg



HAMILTON
CONVENTION
CENTRE

APPENDIX "B"

FROM: William J. Penfold, Director
Hamilton Convention Centre

DATE: September 26, 1988

FOR ACTION X

FOR INFORMATION _____

TO: B O A R D

OR HAMILTON CONVENTION CENTRE COMMITTEE X

SUBJECT: Hamilton Gallery of Distinction - Request for "donated" wine

RECOMMENDATION: IT IS RECOMMENDED THAT APPROVAL TO SERVE DONATED WINE AT THE DINNER TO BE HELD BY THE HAMILTON GALLERY OF DISTINCTION, BE DENIED.

BACKGROUND:

In the past, the Hamilton Convention Centre Committee has approved the serving of donated wine at selected events. In most cases, this wine is completely donated by the vineyard. The Convention Centre is required to serve this wine and normally loses a considerable amount of revenue on the event.

In the case of the Hamilton Gallery of Distinction Dinner, I am informed that the wine is not donated, but that there is a deal that the vineyard will give one bottle of wine free for every one purchased. In fact, this amounts to clients buying their own wine and having it served by the Convention Centre.

I strongly feel that this continues a practice that will grow and cause the Convention Centre to lose a considerable amount of revenue in the future.

William J. Penfold
Director
Hamilton Convention Centre

WJP:bg



Hamilton Gallery of Distinction

c/o City Hall, 71 Main St. W., Hamilton, Ontario L8N 3T4

September 26, 1988

**Organizing
Committee:**

Norman Embree
Chairman

Al Oakie
Vice Chairman

Mary Lou Dingle
Secretary

Jack Jones
Treasurer

Directors:

Jim Carman

Frank DeNardis

Robert Hodgson

George Lethbridge

Judith McAnanama

Alderman Wm. McCulloch

Harley Murphy

Wayne Osborne

Maurice Pearson

Thomas Van Zuiden

Mrs. E. Goddard,
The Hamilton Convention Centre Committee,
115 King Street West,
HAMILTON, Ontario.
L8P 4T9

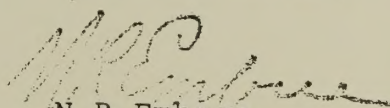
Dear Mrs. Goddard:

On behalf of the Hamilton Gallery of Distinction, I am writing to see if the Hamilton Convention Centre Committee would consider allowing us to accept and serve donated wine at our dinner on October 26, 1988.

Apparently, this kind of request is, from time to time, accepted by the Committee. We are a non-profit organization but we are not a registered charity -- as a result, our funding is barely adequate to sustain us each year. The offer of complimentary wine for dinner would be a great financial advantage to our organization, and your Committee's help in allowing us to realize this gift would be greatly appreciated.

With many thanks for your considerations.

Yours sincerely,


N.R. Embree,
1988 Chairman.

NRE/sd

Journal of the American Medical Association

Published Weekly, except on Sundays, Holidays, and Days when the Session of Congress is in Progress

Subscription Price, \$5.00 per Annum in Advance

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5.3.1 Hamilton Convention Centre Committee
Minutes of July 29, 1988

HAMILTON CONVENTION CENTRE COMMITTEE

REGULAR MEETING

Friday, July 29, 1988
0800 hours
Albion C, HCC

PRESENT: Alderman Reg Wheeler, Acting Chairman
Mr. Duncan M. Beattie
Mr. Norman Levitt
Mrs. Mary Dow

ALSO PRESENT: Mr. Brian K. Conacher
Managing Director/CEO, HECFI
Mr. William J. Penfold, Director
Hamilton Convention Centre
Mr. John A. Leuser, Director
Finance/Administration, HECFI
Mr. J. R. Jones)
Ms. Mary Lou Dingle) Delegation from the
Mr. Al Oakie) Hamilton Gallery of
Mr. Trevor Garwood-Jones) Distinction Board
Mrs. B. Goddard, Secretary

REGRETS: Mr. Frank DeNardis

Chairman's
Remarks

1. Chairman's Remarks

The Chairman opened the meeting at 0800 hours, and in answer to a query by the Managing Director/CEO, stated the business of appointing a new Chairman and Vice Chairman (necessitated by the resignation of Mr. Yates) would be dealt with when Mrs. Dow arrived and following the In Camera Session.

Motion to
move In
Camera

2. Motion to Move In Camera

It was MOVED by Mr. Beattie, seconded by Mr. Levitt -

THAT THE IN CAMERA SESSION BE CONVENED

MOTION CARRIED

Motions
carried in
In Camera
Session

3. Motions carried during In Camera Session

THAT THE MATTER OF THE COST OF ACCOMMODATION FOR CONVENTION DELEGATES BE TABLED PENDING RECEIPT OF THE NEW ECONOMIC

July 29, 1988

Page 2

IMPACT MODEL FROM THE ONTARIO GOVERNMENT AND THAT THE PRESENT FIGURES SHOULD BE USED UNTIL THEN

THAT THE SALES REPORTS FOR THE MONTH OF JUNE 1988 BE APPROVED AND FORWARDED TO THE BOARD OF DIRECTORS

THAT THE MARKETING SERVICES REPORT FOR JULY 1988 BE APPROVED AND RECEIVED FOR INFORMATION

THAT THE FINANCIAL AND STATISTICAL INFORMATION REPORTS ON EVENTS FOR THE SIX-MONTH PERIOD ENDED JUNE 30, 1988 BE APPROVED AND RECEIVED FOR INFORMATION

THAT THE MONTHLY OVERVIEW FOR JUNE 1988 (SALES DEPARTMENT, HCC) AND THE MONTHLY EVENT REVENUE REPORT (FINANCE/ADMINISTRATION DIVISION) BE APPROVED AND RECEIVED FOR INFORMATION

4. "Wall of Fame" proposed by the Hamilton Gallery of Distinction Board - Mr. J. R. Jones, Treasurer

Mr. Jones introduced the members of his delegation -

Ms. Mary Lou Dingle, Q.C. - Secretary of the Board
Mr. Al Oakie, Vice President, and
V.P. and Executive Director, H.A.C.
Mr. Trevor Garwood-Jones, Architect

explaining they were present as the Executive of the Hamilton Gallery of Distinction Board, which was created in 1984. Mr. Jones also reminded the committee that Mr. Garwood-Jones was the Architect of the Convention Centre.

Over the last four years, twenty people have been recognized and inducted into the Gallery - they have brought honour to the City by National or International events through work in the community or industrial life of the City. This year four more people will be selected to be inducted at the Awards Dinner on Wednesday October 26. The pictures already existing have been stored and displayed at the Library and on occasion at City Hall. The choice of a more permanent location has been narrowed down to the Convention Centre and the Gallery Board would like to have the "Wall of Fame" located on the north wall of the foyer outside the Chedoke Hall. The wall would be designed by Mr. Garwood-Jones.

It was felt by the Gallery Board that the location would be such that the maximum number of citizens and visitors to the City would be able to view it, and if a favourable decision

July 29, 1988

Page 3

was arrived at by the Convention Centre committee the project could proceed right away with possibly the official "opening" taking place in conjunction with the Dinner in October of this year. The wall would include panels for sponsors' names and donors. A sketch was produced by Mr. Garwood-Jones depicting the proposed layout of the wall, and the only changes necessary would be for the picture of Chedoke Falls and some direction signs to be moved a few feet to the other side of the door.

The Director, HCC, heartily endorsed the proposal, stating that the necessary changes would present no problem, but he did state that at certain times, the wall would be obscured by exhibits at Trade Shows.

Mr. Levitt hoped the Gallery of Distinction would be holding all their future dinner functions at the Centre, and was assured that the Convention Centre is one of the few places that can accommodate the necessary numbers.

The Managing Director/CEO also endorsed the idea but was uncertain how the space available would cope with five pictures being added every year; Mr. Jones pointed out that the number has been reduced to four a year now because of that very factor, and that the space should last for at least twenty years.

The Chairman wanted to be sure the project would be carried out tastefully, and that the captions on each print would be as uniform as possible in length. Mr. Jones explained that the panels in the design would be suitably furnished with explanatory captions on the Gallery of Distinction. The prints would be 8 x 11 -Mr. Jones explained the size had been reduced specially and the existing pictures had been reduced already.

The Chairman also had the idea of there being a tape people could have played as they walked along the wall.

Mr. Jones assured the committee that the whole installation and maintenance would be carried out by the Gallery of Distinction Committee and he was sure they and the Convention Centre staff could work well together on the project. The Director, HCC mentioned that a good percentage of the people viewing the wall would be out-of-towners who know nothing of the City's history, and that this fact should be kept in mind when writing the captions.

Mr. Jones explained that the President of the Gallery Board, Mr. Norm Embree, had requested that his regrets that he

could not attend the meeting be passed to the Convention Centre Committee.

It was MOVED by Mr. Levitt, seconded by Mrs. Dow -

THAT THE "WALL OF FAME" PROPOSED BY THE GALLERY OF DISTINCTION TO BE INSTALLED ON THE NORTH WALL OF THE FOYER OUTSIDE CHEDOKE HALL, AT NO COST TO THE CONVENTION CENTRE, BE ENDORSED BY THE CONVENTION CENTRE COMMITTEE AND THAT THE HECFI EXECUTIVE COMMITTEE BE REQUESTED TO SUPPORT THIS DECISION ON BEHALF OF THE BOARD OF DIRECTORS

MOTION CARRIED

Secretary

Appreciation
Dinner for
Mr. Yates

5. Appreciation Dinner for Chairman Terry E. Yates

Alderman Wheeler informed the meeting that Mr. Yates had resigned from the Committee and the HECFI Board as a result of his being chosen to take a Government Appointment which would take him to many other countries - he was wished well by everyone present and it was decided to honour him by arranging an appreciation dinner which would take place at the Convention Centre at as early a date as possible. The Director, HCC informed the members this would be no problem for the Centre and volunteered to take on the task of making the necessary arrangements, whereupon the committee agreed.

It was MOVED by Mr. Beattie, seconded by Mr. Levitt -

THAT THE HECFI EXECUTIVE COMMITTEE BE REQUESTED TO CONCUR WITH THE CONVENTION CENTRE COMMITTEE'S DECISION TO HOLD AN APPRECIATION DINNER FOR MR. YATES AT AS EARLY A DATE AS COULD BE ARRANGED

MOTION CARRIED

Secretary

Appointment
of new Chair-
man and Vice
Chairman

6. Appointment of new Chairman and Vice Chairman

It was MOVED by Mr. Levitt, seconded by Mr. Beattie -

THAT ALDERMAN WHEELER BE THE CHAIRMAN OF THE HAMILTON CONVENTION CENTRE COMMITTEE FOR THE REMAINDER OF 1988, TAKING THE PLACE OF MR. TERRY E. YATES

MOTION CARRIED

It was MOVED by Mr. Beattie, seconded by Mrs. Dow -

THAT MR. NORMAN LEVITT BE THE VICE CHAIRMAN OF THE HAMILTON CONVENTION CENTRE COMMITTEE FOR THE REMAINDER OF 1988, TAKING THE PLACE OF ALDERMAN WHEELER

MOTION CARRIED

Minutes of
previous
meeting

7. Minutes of previous meeting

It was MOVED by Mrs. Dow, seconded by Mr. Levitt -

THAT THE MINUTES OF THE REGULAR MEETING HELD FRIDAY, JUNE 24, 1988 BE ADOPTED AS CIRCULATED TO THE MEMBERS

MOTION CARRIED

Matters
arising

8. Matters arising from previous meeting - Follow-up

Parking for
Convention
Delegates

8.1 Parking for Convention Delegates

The Director, HCC reported that he was working closely with Mr. Peter Baker, the General Manager for the Parking Authority for the City of Hamilton to resolve the problem of providing free parking for qualified convention delegates.

The Chairman wished to know why it was so difficult to resolve this problem, and the Director, Finance/Administration, passed the question to the Director, HCC, who explained that the difficulties arise mainly with auditing the process. Several different solutions were suggested, such as applying for a refund on producing the necessary documentation, or stapling the ticket to the pass.

It was MOVED by Mr. Levitt, seconded by Mrs. Dow -

THAT MANAGEMENT BE REQUESTED TO CONTINUE WORKING WITH THE GENERAL MANAGER OF THE CITY OF HAMILTON PARKING AUTHORITY IN AN EFFORT TO RESOLVE THE PROBLEM OF PROVIDING FREE PARKING TO CONVENTION DELEGATES

MOTION CARRIED

Director HCC

Director's
Report for
June 1988

9. Director's Report - June 1988

"This is the second year in a row that June revenue has topped \$300,000; for this year at \$307,000. Statistically, for the month the Centre was 23% over the revenue budget and 7% over 1987. Annually, the Facility was 12% over budget and 3% over 1987's revenue.

"The Sales Department almost doubled their sales over 1987 with \$248,000 vs. \$172,000 for 1987. Three more conventions were won during the month, putting the Centre three over the objective for the end of June. The Facility is becoming more and more of a local and regional meeting

place, as we have doubled our objective for meeting events up to the end of June.

"The highlight of the month was the Product Introduction staged by IBM. For the first time, the Centre used the outdoor Patio for lunch, with approximately 800 people. It was carried out in fine weather and was very much enjoyed by the visitors. The event proved to be very successful for the Centre financially and IBM has indicated that they will be returning. This type of product introduction event is invaluable in that word-of-mouth will spread, resulting in the development of more business of a similar nature.

"Additionally, four conventions were held during the month - the Canadian Elevator Contractors (1,000), the Ontario Arena Association (600), the Canadian Red Cross Society (800) and the Canadian Auto Club (1,500). Other top meetings were the College of Family Physicians (700), CareerTrack (350) and the McMaster Secretarial Conference (550).

"The new dishwasher is now installed and operating. The installation has proceeded smoothly in its initial stages. As more experience is gained in operating the dishwasher there will be an odd problem, but the Chief Steward is looking forward to a much smoother operation and cleaner dishes.

"The rugs and banquet chairs have now been cleaned and the walls have been repaired and painted. The Centre is now ready to proceed into the very busy fall season."

The Chairman enquired as to whether the previous problem with odor from the garbage room had returned, and was assured that since the installation of the odor control equipment, there had been no further problems or complaints. The room is monitored regularly by staff.

The Chairman was also reassured that the newly installed dishwasher is satisfactory, and that the rugs have been cleaned as well as possible having regard to their age now. They had to be cleaned twice before the job was considered to be satisfactory. The banquet chairs had been done quite satisfactorily.

Mr. Levitt enquired what had happened to the old dishwasher and was informed it had been sold to a man in Toronto for \$4,000.

It was MOVED by Mr. Beattie, seconded by Mr. Levitt -

THAT THE DIRECTOR'S REPORT FOR JUNE 1988 BE APPROVED,
RECEIVED FOR INFORMATION AND FORWARDED TO THE BOARD OF
DIRECTORS

MOTION CARRIED

Secretary

10. Correspondence and Comment Cards

Following a brief discussion, during which parking passes
were again mentioned as a negotiating tool, it was MOVED by
Mrs. Dow, seconded by Mr. Levitt -

THAT THE CORRESPONDENCE BE RECEIVED FOR INFORMATION

MOTION CARRIED

11. Client Evaluations

The Client Evaluations produced very little comment; it was
suggested however, that Management investigate the compa-
rison in cost between keeping the building at a set tempe-
rature level and pre-cooling a room prior to a function when
it had been allowed to warm up.

Director HCC

It was MOVED by Mr. Beattie, seconded by Mrs. Dow -

THAT THE CLIENT EVALUATIONS BE RECEIVED FOR INFORMATION

MOTION CARRIED

12. Unaudited Operating Results for six-month period to
June 30, 1988

The Director, Finance/Administration, presented his report
as follows:-

"The Convention Centre realized for the month of June and
the six-month period ended June 30, 1988, budgetary
surpluses of approximately \$40,798 and \$188,300
respectively.

"The surplus for the month of June arose primarily because
activity was higher than projected and because
maintenance charges were approximately \$10,500 under
budget.

"The surplus for the year to date arose because revenues
for the first six months of this fiscal year were

Correspon-
dence and
Comment
Cards

Client
Evaluations

Unaudited
Operating
Results to
June 30/88

\$151,048 over budget (12.1%) while expenditures were \$37,252 under budget (2.5%)."

Following a brief discussion, it was MOVED by Mr. Levitt, seconded by Mrs. Dow -

THAT THE UNAUDITED OPERATING RESULTS FOR THE SIX-MONTH PERIOD TO JUNE 30, 1988 BE APPROVED AND FORWARDED TO THE BOARD OF DIRECTORS

MOTION CARRIED

Secretary

New business

13. New Business

Wall of Fame

13.1 Proposal to install a "Wall of Fame"

See Minute No. 4.

Report on
Roof of HCC

13.2 Report on Condition of Roof at the Convention Centre

The Director, HCC presented a report received from Trow Inc. regarding the condition of the roof at the Convention Centre. It appeared the roof was generally in good shape but there were some minor items requiring attention, the total cost of which would be in the region of \$3,000. The Director recommended that this sum (which was available in the Maintenance budget) be expended so that the items could be attended to, as in the long run, the Centre would be saved expense. Following discussion during which members recalled the problems other public buildings had, it was MOVED by Mr. Levitt, seconded by Mr. Beattie -

THAT THE HAMILTON CONVENTION CENTRE EXPEND THE SUM OF BETWEEN \$1,000 AND \$3,000 TO EFFECT REPAIRS TO THE ROOF OF THE CONVENTION CENTRE WHICH WOULD EXTEND THE LIFE EXPECTANCY FOR AN ADDITIONAL TEN TO FIFTEEN YEARS, AND THAT THIS BE REPORTED TO THE BOARD OF DIRECTORS FOR INFORMATION

MOTION CARRIED

Secretary

Lobby
Additions

13.3 Lobby Additions

Change in
Decor

13.3.1 Change in Decor

The Director reported verbally that changes in the decor of the Centre would, if approved, start in the lobby, and the Managing Director agreed that any changes would be of a cosmetic nature. The Chairman did not consider it would be necessary to take any innocuous changes any further than the Convention Centre Committee.

Tele Info

13.3.2 Tele Info

The Director distributed copies of an illustration of Tele Info's information machine proposed to be installed in the lobby. This would be at no cost to the Centre except for Hydro, and the firm had offered the Centre 10% commission. The Centre would also be allowed the free use of two spaces.

Following a discussion during which the machine was described in more detail, the Chairman pointed out it would be one way in which we could openly co-operate with local businesses, and it was MOVED by Mr. Beattie, seconded by Mr. Levitt -

THAT THE HAMILTON CONVENTION CENTRE AGREE TO A SIX-MONTH TRIAL PERIOD DURING WHICH A 32" SQUARE INFORMATION MACHINE WOULD BE INSTALLED BY TELE INFO AT NO COST TO THE CENTRE EXCEPT FOR HYDRO

MOTION CARRIED

Director HCC

Tuck Shop

13.3.3 Tuck Shop

This matter was discussed at length, and it was explained by the Director that any retail outlet at the Centre would not be run by Centre personnel, but by various voluntary organizations in the community, and would be installed as a convenience for our clients who may not wish to leave the building in order to buy small items they may need. The Convention Centre would not be concerned with making money, but more with the goodwill it might engender.

Mr. Beattie was definitely opposed, saying that it would not be accepted happily by the merchants in Jackson Square; he wondered just how far the project might go in providing a service and whether it would offend local businesses - he thought the Centre would be criticized.

The Chairman was of the opinion no-one would be interested in running a tuck shop, and the Centre wasn't interested in running it.

Mr. Levitt was agreeable to the idea, saying it was a service people require, especially if they don't want to leave the building, and that if was economically feasible, the Centre should give it a try. The Chairman agreed.

It was MOVED by Mr. Levitt, seconded by Mrs. Dow -

THAT THE CONVENTION CENTRE INVESTIGATE THE POSSIBILITY OF HAVING A TUCK SHOP INSTALLED IN THE CENTRE FOR THE CONVENIENCE OF CLIENTS, TO BE RUN BY ONE OR MORE OF THE LOCAL VOLUNTEER ORGANIZATIONS WITH NO PROFIT ACCRUING TO THE CONVENTION CENTRE ITSELF

MOTION CARRIED three to one - Mr. Beattie opposed.

Director HCC

Condition of
Stairwells

13.3.4 Public Washrooms after hours - Stairwells

The Director, HCC reported that the condition of the stairwells leading to the parking levels beneath the building was of definite concern, especially to the Convention Centre, as it was our clients who were subjected to the stench which pervades the area due to it being used as a urinal by certain individuals who used to have public washrooms available to them in Gore Park.

The Managing Director pointed out it was not a problem of the Centre's but of the City and that his suggestion would be for a letter to go to the City Executive Committee requesting a solution - preferably new public washrooms to be constructed in the downtown area. Local restaurant owners should not be expected to accommodate all and sundry in their washrooms.

It was MOVED by Mrs. Dow, seconded by Mr. Beattie -

THAT A LETTER BE SENT FROM THE CONVENTION CENTRE COMMITTEE TO THE CITY EXECUTIVE COMMITTEE, OUTLINING THE PROBLEM FACED BY CONVENTION CENTRE CLIENTS AND OTHER USERS OF THE PARKING RAMP BENEATH THE BUILDING BECAUSE OF THE USE OF STAIRWELLS AS WASHROOMS BY CERTAIN INDIVIDUALS WHO HAVE NO PUBLIC WASHROOMS AVAILABLE TO THEM.

MOTION CARRIED

Director HCC

Other
Business

14. Other business

Kitchen
Expansion

14.1 Kitchen Expansion

The Director, HCC distributed copies of his recommendation and supporting material relating to the construction of the Kitchen Expansion.

The committee agreed to accept the recommendation, made on the advice of Mr. Trevor Garwood-Jones (Architect) and it was MOVED by Mr. Beattie, seconded by Mr. Levitt -

HAMILTON CONVENTION CENTRE COMMITTEE
REGULAR MEETING

July 29, 1988

Page 11

THAT BOARD APPROVAL BE REQUESTED FOR HAMILTON CONVENTION CENTRE TO ACCEPT THE TENDER OF FALLA CONSTRUCTION LTD. TO CARRY OUT THE CONSTRUCTION OF THE KITCHEN EXPANSION AT THE CONVENTION CENTRE FOR A LUMP SUM PRICE OF \$58,480 INCLUDING ALL FEDERAL AND PROVINCIAL TAXES

MOTION CARRIED

Secretary

Date of
next meeting

15. Date of next meeting

It was agreed that the next meeting would be held at 8:00 o'clock a.m. on Friday, September 30, 1988, and that any meeting before that date would be at the call of the Chairman.

Secretary

Adjournment

16. Motion for Adjournment

It was MOVED by Mr. Beattie, seconded by Mrs. Dow -

THAT THE MEETING BE ADJOURNED AT 1030 HOURS

MOTION CARRIED

Taken as read and approved,

Alderman Reg Wheeler, Chairman
Hamilton Convention Centre Committee

B. Goddard
Secretary

REPORT OF THE PHYSICS DEPARTMENT
FOR THE YEAR 1964-1965
CHICAGO, ILLINOIS

DEPARTMENT OF PHYSICS
CHICAGO, ILLINOIS

CHICAGO, ILLINOIS

CHICAGO, ILLINOIS

CHICAGO, ILLINOIS

CHICAGO, ILLINOIS

CHICAGO, ILLINOIS

5.4 Hamilton Place Committee Sixth Report



October 3, 1988

REPORT TO THE HECFI BOARD OF DIRECTORS
FROM THE HAMILTON PLACE COMMITTEE MEETING
OF SEPTEMBER 29, 1988

The Hamilton Place Committee presents its SEVENTH report and submits the following for information:

1. Theatre Marquee

Mr. Burrows report on the theatre marquee was received for information.

2. Facility Marketing

Mr. Burrows reported that discussions have taken place regarding enhancing the image of Hamilton Place in the community. Several proposals have resulted, including the possibility of a major ad campaign involving Hamilton Place and Copps Coliseum in the last quarter of this year.

3. Special Meeting Re Hamilton Place Activity

A focussing report on Increasing Hamilton Place Activity will be prepared by Mr. Burrows for presentation to the Hamilton Place Committee and to the HECFI Board of Directors. A special meeting on this subject is tentatively scheduled for November 29.

4. Marketing Services Report

The Marketing Services report for September 1988 was received for information.

5. Assistant Director, Hamilton Place - Report

The report of the Assistant Director of Hamilton Place was received for information.

6. Director of Finance & Administration - Report

The report of the Director of Finance and Administration for August 1988 was received for information.

7. Performing Arts Foundation Funds

Mr. Leuser reminded the Committee that there are funds amounting to approximately \$17,000 in the Performing

Arts Foundation which must be disbursed in the near future. Mr. Burrows suggested that they might possibly be applied to future student musicals or to New Faces, should either project require additional funding. In the event that sufficient outside funding is obtained for these projects, the funds might be applied to the scholarship programme.

Sam M. Cino, Chairman

Marsha Atwood, Acting Secretary



THEATRE MARQUEE - HAMILTON PLACE

Two design concepts prepared by Burton Kramer Associates are presented to the City of Hamilton Executive Committee by the HECFI Board of Directors for information.

BACKGROUND:

- The Hamilton Place Committee, following a review by the HECFI Board of the original design concept, requested a second design (B) for the theatre marquee that was less extravagant than the original.
- Both approaches have found support among the HECFI Board of Directors.
- The HECFI Board of Directors will appreciate receiving comments/suggestions from members of the City Executive Committee. To assist in your consideration the following points relating to the graphic designs are presented:

CONCEPT A:

1. The design element at the top of the building is a three sided representation of the Hamilton Place logo that will be lighted from within; that can be seen for several blocks in the evening.
2. The vertical panels reading Hamilton and Place will also be illuminated.
3. The panels Right and Left of the Hamilton signs at the top and the similar panels right and left of the message boards will pick up and reflect light and colour adding visual interest.
4. The message boards are the same as the Copps sign in that they are constantly moving and changing, utilizing letters and graphics.

5. Hamilton Place Theatre on top of the canopy are free-standing letters illuminated from within.
6. The canopy, extending over the sidewalks indicating the corner entrance to Hamilton Place is glass on the underside and bordered on the front edge with lights.

CONCEPT B:

1. The logo "beacon" and the vertical Hamilton panels have been removed.
2. The reflective panels have been removed and replaced by:
3. Four Hamilton Place logos in low relief illuminated from within and tracery lights on the uppermost building surfaces and outlining the architectural lines of the building construction.
4. The message board units and canopy remain unchanged.

M E M O R A N D U M

September 26, 1988

TO: Tom Burrows

FROM: Robert Ellison

SUBJECT: Assistant Director's Report #1

1. School Programming - Audience Development

The attached programming information for the 1988/89 school year has now been delivered to 500 schools within a thirty mile radius of Hamilton. Orders are now coming in and four performances have already sold out.

Programming (audience development) for schools by a facility such as Hamilton Place is unique in Canada. We complement the work that is also done in this regard by the Hamilton Philharmonic Orchestra and Theatre Aquarius.

2. Roof Replacement

City Council is expected, on September 27th, to approve HECFI's request for \$346,120 in funding to carry out the roof repairs to Hamilton Place. Schreiber Bros., Limited and Trow, Inc. have both been advised to commence their work as soon after this date as possible. This project is expected to be completed by the end of October.

3. Carpet Replacement

The specifications for the tendering of the carpet installation is expected to be given to the City's Purchasing Department this week. Quotations should be available by the next meeting of the Committee. Actual installation of the carpet will probably take place over December and January according to the availability of the areas affected.

4. Marquee

This project is now awaiting a response by the City's Executive Committee, who will meet on October 6th, to determine their reaction to the two concepts that have been reviewed by the Hamilton Place Committee and the HECFI Board.

5. Studio Theatre Risers Replacement

The cost of repairing the Studio Theatre risers is not expected to be a major consideration and will come from the current operating budget.



HAMILTON
PLACE
THEATRE

Box 2080, Station A
Hamilton, Ontario
Canada L8N 3Y7
Tel. 416/525-3100

September 16, 1988

Dear Educator:

Another opening of another season is just around the corner for School Programming at Hamilton Place.

Music theatre, musical and high tech puppets, a brass quintet, magic, French and English theatre, dragons, a clarinet quartet, storytelling and the Pied Piper of Hamelin make for an exciting, educational and entertaining season for you and your students.

All you have to do to participate is to call Mary Howarth at 525-3100.

Please keep in mind that we fill orders on a first come, first serve basis. Don't be disappointed. Call now and order your tickets even if it's for next May!

Yours very truly,

Robert Ellison
Assistant Director

M U S I C

T H E A T R E

HAMILTON PLACE

PRESENTS

The Tapestry Music Theatre

in

BEARS, BEARS, BEARS

Grades: JK - 4

Polar bears, grizzly bears, panda bears, Teddy bears, Pooh bears, bashful bears, mythical bears, bears, bears and more bears. Bears of every size, shape and description are featured in the "Great Canadian Bear Hunt"! Join the fearless expedition which includes songs, stories, poems and anecdotes for the young and young at heart.

Studio Theatre

Friday, October 28, 1988

10 a.m. and 1:30 p.m.

Ticket price: \$3.00 per student. No charge for teachers and adult supervisors.

To order: Please call Mary Howarth at 525-3100

T H E A T R E
(English and French)

HAMILTON PLACE

PRESENTS

The Crankee Consort

in

A CHOPPED UP TALE

Grades: English 2 - 8
French 3 - 8 Immersion and Core

A Chopped Up Tale is a musical puppet play based on a story, La Belle Jarretiere Verte, gathered by Canadian folklorist Germaine LeMieux from the area around Sudbury, Ontario. In the same way that early European settlers became Canadian, this tale, which they brought with them, was shaped by the rough-hewn spirit of the New World. Spiced with humour, adventure and wonder, A Chopped Up Tale gives audiences a chance to experience one of the earliest forms of Canadian art, the art of the storyteller.

Ti Jean, a simple lad, sets out in search of the three golden eggs knowing that if he finds them the princess and half of the kingdom are his. His travels take him into a dreamlike world inhabited by creatures both monstrous and wonderful, a magical world where miraculous transformations take place, a dangerous world where against seemingly impossible odds Ti Jean fulfills his promise and meets a happy end.

This production features an original set and a dazzling cast of hand, rod and shadow puppets created by Jane Low-Beer.

A multi-media company, The Crankee Consort seeks to enrich all of the art forms it employs in creating plays for young and family audiences.

Studio Theatre

Thursday, November 3, 1988

10 a.m. and 1:30 p.m. (English)

Friday, November 4, 1988

10 a.m. and 1:30 p.m. (French)

Ticket price: \$3.00 per student. No charge for teachers and parent supervisors.

To order: Please call Mary Howarth at 525-3100

M U S I C

HAMILTON PLACE

PRESENTS

THE GREAT LAKES QUINTET

Grades: K - 6

Extraordinary musicianship and a flair for presentation have made the Great Lakes Quintet one of Canada's most sought after chamber music ensembles.

A smash hit at Expo '86 the Great Lakes Quintet has performed at New York's Lincoln Center, Roy Thomson Hall, on CBC's Arts National and Dayshift and can be heard every week performing the theme music for CBC's Sunday Morning.

This past year, the quintet made a successful tour of Nova Scotia where they were praised for their "glamorous sound which is brassy and warm, and expertly well rehearsed" and for their "unusual musicality".

The Great Lakes Quintet play songs which demonstrate various aspects of music such as rhythm, melody and feelings. Students can participate, have fun and learn some very important things about music.

The quintet consists of trumpets, the French horn, trombone and bass trombone.

Studio Theatre

Thursday, November 10, 1988

10 a.m. and 1:30 p.m.

Ticket price: \$3.00 per student. No charge for teachers and parent supervisors.

To order: Please call Mary Howarth at 525-3100

T H E A T R E

HAMILTON PLACE

PRESENTS

THE MAGICAL SCHOOL REVIEW

Grades: K - 6

The Lynn and Jeff Nelson MAGICAL SCHOOL REVIEW encourages active participation from both students and teaching staff. Aside from interacting with the audience as a whole, it is not unusual for the Nelsons to invite individuals on stage. They might enlist the aid of a principal in a tug-of-war between students, or highlight the hither to undiscovered magic talent in a pair of kindergarten children. And who knows? You never know who they'll choose to saw in half.....

THE MAGICAL SCHOOL REVIEW comes with a Teacher's Reference Book. Along with a short history of the Art of Magic, and answers to many oft asked questions about Magic, the book offers a number of interesting suggestions for follow-up activities in the classroom.

Studio Theatre

Monday, February 6, 1989

10 a.m. and 1:30 p.m.

Ticket price: \$3.00 per student. No charge for teachers and adult supervisors.

To order: Please call Mary Howarth at 525-3100

F R E N C H T H E A T R E

HAMILTON PLACE

PRESENTS

ANDREW DONALDSON

in

TIQUE-TAQUE

and

VOICE AND CLASSICAL GUITAR

TIQUE-TAQUE Grades: K - 3

Chanteur, compositeur et guitariste classique, Andrew offre un programme de chansons d'action, de canons, de "casse-cou", de chansons à répondre, ainsi que des chansons "rock" traduites! Il sait susciter l'intérêt et la participation de chaque groupe d'âge et fournit aux étudiants l'occasion d'utiliser leur français.

VOICE AND CLASSICAL GUITAR Grades: 4 - 6

Des sons qui enchantent et qui surprennent, des sons de cloche et de tambour, de voix fortes, douces, comiques...En plus de sa guitare, Andrew utilise du chant, des mélodies populaires et la musique de Mozart, Bach, Dowland et autres pour établir un dialogue musical avec les élèves.

Studio Theatre

Wednesday, February 8, 1989

TIQUE-TAQUE

10 a.m.

VOICE AND CLASSICAL GUITAR 1:30 p.m.

Ticket price: \$3.00 per student. No charge for teachers and parent supervisors.

To order: Please call Mary Howarth at 525-3100

P U P P E T S

HAMILTON PLACE

PRESENTS

Full Circle Puppet Productions

in

THEMES AND PIECES

Grades: 7 and 8

Dispelling the myth that puppets are for "little people", this eclectic collection of short, engaging segments demonstrates how puppetry can be used to present sophisticated situations outside the sphere of conventional theatre. Endearing characters, computers, houses, missiles and refrigerators take on lives of their own in a comic, thought-provoking program.

Studio Theatre

Thursday, February 9, 1989

10 a.m. and 1:30 p.m.

Ticket price: \$3.00 per student. No charge for teachers and adult supervisors.

To order: Please call Mary Howarth at 525-3100

T H E A T R E

HAMILTON PLACE

PRESENTS

The Inner Stage

in

THE UNIVERSE IS A GREEN DRAGON

Grades: K - 8

Weaving dragon legends of the Occident and the Orient, the play expands to reveal a potential for the human race that is both awesome and enchanting.

Carol Bolt, internationally acclaimed Canadian playwright, in this special work commissioned by the Inner Stage, brings to our youth a wondrous message of joy.

Studio Theatre

Monday, February 13, 1989

10 a.m. and 1:30 p.m.

Ticket price: \$3.00 per student. No charge for teachers and parent supervisors.

To order: Please call Mary Howarth at 525-3100

M U S I C

HAMILTON PLACE

PRESENTS

THE LICORICE ALLSORTS

Grades: K - 3 and 4 - 6

The Licorice Allsorts is a clarinet quartet serving up a delicious musical feast for all ages.

Educational and entertaining, this Waterloo-based group produces sweet sounds from Bach to rock, an irresistible plate of goodies that makes you want more and more.

Studio Theatre

Monday, February 20, 1989

10 a.m. - K - 3

1:30 p.m. - 4 - 6

Ticket price: \$3.00 per student. No charge for teachers and parent supervisors.

To order: Please call Mary Howarth at 525-3100

F R E N C H T H E A T R E

HAMILTON PLACE

PRESENTS

MARYLYN PERINGER

Grades: K - 4

Conteuse et professeur, Marylyn offre aux étudiants un programme de récits folkloriques, de contes de fées et autres "menteries" puisés de la riche tradition orale de nos ancêtres francophones. Cette veillée de contes en plein jour met l'accent sur le merveilleux, l'épouvante, l'humour ou un mélange des trois.

Studio Theatre

Monday, April 3, 1989

10 a.m. K - 1 French first language
and immersion (English content)

1:30 p.m. Grades 2 - 4 French

Ticket price: \$3.00 per student. No charge for teachers and parent supervisors.

To order: Please call Mary Howarth at 525-3100

F R E N C H T H E A T R E

HAMILTON PLACE

PRESENTS

De Bellefeuille/Viau

in

MEMOIRES D'UN PAYS

Grades: 5 - 8

Par l'entremise des chansons, commentaires et costumes d'époque, François Viau et Jacques de Bellefeuille franchissent le temps pour vous transporter au coeur de notre histoire. Après le grand succès de leur interprétation musicale des facettes historiques du Canada, ces deux troubadours modernes ajoutent à leur répertoire le tome II des mémoires de notre pays.

Studio Theatre

Wednesday, April 5, 1989

10 a.m. and 1:30 p.m.

Ticket price: \$3.00 per student. No charge for teachers and parent supervisors.

To order: Please call Mary Howarth at 525-3100

F R E N C H T H E A T R E

HAMILTON PLACE

PRESENTS

PEPERE CAM

in

A NATIVE STORYTELLER

Grades: K - 4

La magie des contes populaires, des légendes, des peurs et des jongleries est une expérience à ne pas manquer et Pépère Cam est le conteur sans pareil à vous en donner le goût. Connue dans toute la province et populaire au réseau national de Radio-Canada, Camille Perron communique avec les étudiants de tous les niveaux la nature exceptionnelle de notre patrimoine.

Studio Theatre

Tuesday, April 11, 1989

10 a.m. K - 1 French first language
and immersion (English content)

1:30 p.m. Grades 2 - 4 French

Ticket price: \$3.00 per student. No charge for teachers and adult supervisors.

To order: Please call Mary Howarth at 525-3100

S T O R Y T E L L I N G

HAMILTON PLACE

PRESENTS

HELEN CARMICHAEL PORTER

in

THE ALL-NEW GHOSTS AND HORROR HOUR

Grades: K - 4 at 10 a.m.
5 - 8 at 1:30 p.m.

Flickering candle flames set the scene as students come under the spell of night creatures, ghosts, vampires, demon-lovers and things that live in the closet. This popular show includes real-life horror stories as well as tales from sources such as Stephen King and Edgar Allen Poe.

Exploring the nature of fear through these stories, Ms. Porter engages students in a dialogue on the role it plays in our lives.

Meeting Room 1

Monday, May 8, 1989

10 a.m. (K - 4)

1:30 p.m. (5 - 8)

Ticket price: \$3.00 per student. No charge for teachers and parent supervisors.

To order: Please call Mary Howarth at 525-3100

S T O R Y T E L L I N G

HAMILTON PLACE

PRESENTS

HELEN CARMICHAEL PORTER

in

GROWING UP AND LIKING IT

Grades : 4 - 6

A popular collection of personal stories invites students to look at their own lives in terms of fiction and folklore. The stories, created by Helen Carmichael Porter, are based on her own experiences of failure, fun, friendship, family and foul play.

Meeting Room 1

Tuesday, May 9, 1989

10 a.m. and 1:30 p.m.

Ticket price: \$3.00 per student. No charge for teachers and adult supervisors.

To order: Please call Mary Howarth at 525-3100

C H O R A L M U S I C

HAMILTON PLACE

PRESENTS

the Hamilton Children's Choir

in

THE PIED PIPER OF HAMELIN
and
THE WALRUS AND THE CARPENTER

Grades: 3 - 8

Hamilton Children's Choir will present two pieces. The longer one is Robert Browning's famous poem THE PIED PIPER OF HAMELIN in a modern setting by Colin Warnock, written especially for performance by children's choirs. The second is Lewis Carroll's poem THE WALRUS AND THE CARPENTER arranged by Percy Fletcher.

Hamilton Children's Choir was founded in 1975. The aim of the choir is to provide young people between the ages of 8 and 16 with the opportunity for professional training in the art of choral singing, to stimulate the appreciation of music by exposure to works from representative composers, styles and periods, including works by Canadian composers and to contribute to the cultural life of Southern Ontario through regular, high calibre performances of a broad repertoire of choral music.

These concerts will showcase how well these goals have been maintained by this group of 50 voices under the direction of David Davis. During the 1988-89 season the choir will sing with the Geritol Follies and the Canadian Orpheus Male Voice Choir. Two major concerts are performed annually in December and June at Christ's Church Cathedral. The highlight of the 1988 season was a tour to Quebec City and the Maritimes.

This concert is geared to Junior and Intermediate grades. It offers an excellent opportunity to tie in language arts and music.

Studio Theatre

Tuesday, May 23rd to

Friday, May 26th, 1989

10 a.m. and 1:30 p.m.

Ticket price: \$3.00 per student. No charge for teachers and parent supervisors.

To order: Please call Mary Howarth at 525-3100

5.4.2 Hamilton Place Committee Minutes of
August 25, 1988

HAMILTON PLACE COMMITTEE

AUGUST 25, 1988
HAMILTON PLACE BOARD ROOM

REGULAR SESSION

PRESENT: Mr. S. Cino, Chairman
Alderman R. Wheeler
Alderman B. Hinkley
Mr. T. Casey

ALSO PRESENT: Mr. B. Conacher
Mr. J. Leuser
Mr. T. Burrows
Ms. M. Atwood, Acting Secretary

REGRETS: Mrs. M. Dow
Dr. C. Bart
Mr. F. DeNardis

1. Chairman's Remarks

Mr. Cino called the meeting to order at 10:20 a.m.

1.1 Report of the In Camera Meeting

THAT THE IN CAMERA SESSION OF THE HAMILTON PLACE COMMITTEE BE CONVENED
AT 9:00 A.M.

THAT THE IN CAMERA MINUTES OF JUNE 23, 1988 BE APPROVED AS CIRCULATED.

THAT A SPECIAL MEETING OF THE COMMITTEE AND OTHER INTERESTED PARTIES
BE CONVENED TO STUDY WAYS AND MEANS OF INCREASING ACTIVITY AT
HAMILTON PLACE AND THAT THE DIRECTOR BE ASKED TO PREPARE A
FOCUSSING REPORT.

THAT THE REPORT ON THE STUDIO THEATRE FLOOR BE RECEIVED FOR INFORMATION.

THAT THE HAMILTON PLACE FINANCIAL AND STATISTICAL REPORTS FOR JUNE AND
JULY BE RECEIVED FOR INFORMATION.

THAT THE REPORT ON OFFICE SPACE LEASES/TAXES BE RECEIVED FOR INFORMATION.

THAT THE IN CAMERA SESSION OF THE HAMILTON PLACE COMMITTEE ADJOURN AT
10:10 A.M.

2. Minutes of June 23, 1988

MOVED by Alderman Wheeler, seconded by Mr. Casey

THAT THE MINUTES OF JUNE 23, 1988 BE APPROVED AS CIRCULATED.

MOTION CARRIED

3. Business Arising from the Minutes

3.1 Marketing Concept (Dinner/Theatre)

The concept of a dinner/theatre package at Hamilton Place was raised at a recent meeting of the Board. While reaction was favourable, several concerns were expressed, and it is deemed necessary that the Committee formulate a recommendation in order to get further direction from the Board. Mr. Burrows will meet with Mr. Penfold and Mrs. Dow in order to formulate a presentation to the Board.

3.2 Roof Replacement

Deferred to Item 6.1, below.

3.3 Carpet Replacement

Harding Carpets have been advised of the approved colour for the new carpet which they will incorporate into the specifications that will form the Tender Call. This will be combined with the Convention Centre's requirements but is not expected to happen before the end of August. Installation, subject to the availability of the Theatre lobbies, would not take place before December.

4.2 Facility Marketing, September & October

CHCH has agreed to co-sponsor two musicals in the coming months. They will donate advertising time equal to the amount of time purchased. A Calendar issue combining September and October is in process. Alderman Hinkley suggested a survey of 5 or 6 selected pockets throughout Hamilton in order to determine audience interests and to discover ways to stimulate attendance at Hamilton Place events. He suggested offering an incentive in the form of free tickets to all those who participate in the study. Mr. Casey suggested an open house at Hamilton Place, with tours, entertainment and displays aimed at stimulating community interest. Mr. Cino suggested deferring these proposals to the Special Meeting of the Committee aimed at increasing activity at Hamilton Place.

5. Marketing Services Reports, July & August

MOVED by Mr. Casey, seconded by Alderman Wheeler

THAT THE MARKETING SERVICES REPORTS FOR JULY AND AUGUST BE RECEIVED FOR INFORMATION.

MOTION CARRIED

6. Assistant Director - Report

6.1 Roof Replacement

Tenders for replacement of the Hamilton Place roof have been received. It was recommended by Mr. Ellison that Schreiber Brothers of Hamilton

be awarded the contract to repair the roof surfaces at a cost of \$336,785. It was pointed out that Schreiber Brothers had installed the original roof, so should be very familiar with its construction. Mr. Leuser noted that \$335,000 has been budgeted to finance this project.

MOVED by Alderman Hinkley, seconded by Mr. Casey

THAT THE MATTER OF ROOF REPLACEMENT BE REFERRED TO THE BOARD WITH THE RECOMMENDATION OF THE COMMITTEE THAT SCHREIBER BROTHERS OF HAMILTON BE AWARDED THE CONTRACT FOR ROOF REPLACEMENT AT HAMILTON PLACE AND THAT THE PROJECT REQUIREMENTS IN EXCESS OF THE APPROVED CAPITAL BUDGET SHOULD BE FINANCED OUT OF THE RESERVE FUND.

MOTION CARRIED

7. Director of Finance and Administration, Reports for July & August

MOVED by Mr. Casey, seconded by Alderman Wheeler

THAT THE REPORTS OF THE DIRECTOR OF FINANCE AND ADMINISTRATION FOR JULY AND AUGUST BE RECEIVED FOR INFORMATION.

MOTION CARRIED

8. New Business

Nil

9. Other Business

Nil

10. Correspondence

Nil

11. Date of Next Meeting

The next meeting will be held on September 29 at 8:30 a.m.

12. Adjournment

MOVED by Alderman Wheeler, seconded by Mr. Casey

THAT THE HAMILTON PLACE COMMITTEE MEETING ADJOURN AT 11:00 A.M.

MOTION CARRIED

TAKEN AS READ AND APPROVED

Sam M. Cino, Chairman

Marsha Atwood, Acting Secretary

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for the integrity of the financial system and for the ability to detect and prevent fraud.

The second part of the document outlines the specific procedures for recording transactions. It details the steps involved in the accounting cycle, from identifying the transaction to posting it to the appropriate ledger account. It also discusses the importance of double-checking entries to ensure accuracy.

The third part of the document discusses the role of the auditor in verifying the accuracy of the records. It explains how the auditor uses various techniques, such as sampling and tracing, to test the reliability of the financial statements.

The fourth part of the document discusses the importance of internal controls in preventing errors and fraud. It describes how a well-designed internal control system can help to ensure that transactions are recorded accurately and that assets are protected.

The fifth part of the document discusses the role of the management in ensuring the integrity of the financial system. It explains how management is responsible for establishing and maintaining a strong internal control system and for ensuring that all transactions are properly recorded.

The sixth part of the document discusses the importance of transparency and disclosure in the financial system. It explains how providing clear and accurate information to stakeholders is essential for building trust and for the proper functioning of the market.

The seventh part of the document discusses the role of the regulatory bodies in overseeing the financial system. It explains how these bodies are responsible for ensuring that all participants in the system are following the rules and for taking action to prevent and punish any violations.

6.1 Resignation of Mr. Bill Penfold



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

MEMO TO: **HECFI BOARD OF DIRECTORS**

FROM: Brian K. Conacher
 Managing Director/CEO

DATE: October 17, 1988

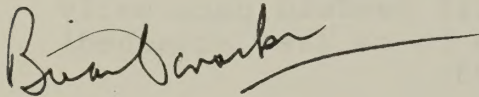
SUBJECT: **RESIGNATION OF BILL PENFOLD**

BACKGROUND:

- On Friday, October 14, 1988 **Mr. Bill Penfold** personally delivered his letter of resignation to me (see attached) which is effective November 12, 1988.
- It was with regret that I accepted the resignation of Mr. Penfold.
- Mr. Penfold was originally hired as the General Manager of the Hamilton Convention Centre in 1982. He came to the job at a very difficult time.
- In the course of six years as the General Manager and then Director of the Hamilton Convention Centre under HECFI, Mr. Penfold has demonstrated strong leadership and most capable administrative abilities.
- The success of the Hamilton Convention Centre has been ever growing under the direction of Mr. Penfold. He will be missed and difficult to replace.
- The Director of the Hamilton Convention Centre position is a "senior" personnel position with HECFI and as such any replacement is subject to the approval of Hamilton City Council as required under Clause 16 (2) of PR Bill 34 (see attached).
- Discussion with the HECFI Board of Directors on how the replacement process will be handled should begin as soon as possible.

- My initial belief is that it could take several months to determine a suitable replacement for the position of Director of Hamilton Convention Centre and that the appointment of an **interim** Director of Hamilton Convention Centre may be appropriate and necessary.
- On behalf of the HECFI Board of Directors, HECFI senior management and all the staff of the Hamilton Convention Centre, we wish Bill and his wife Pat good health and a long and happy retirement.

Respectfully submitted,



Brian K. Conacher
Managing Director/CEO

cc:: Mayor Robert Morrow
Mr. Lou Sage
Ms. Cheryl Lowe

Attachment

Colonel William J. Penfold
DIRECTOR, HAMILTON CONVENTION CENTRE

October 14, 1988

Mr. Brian Bonasor
Managing Director
Hamilton Entertainment and
Convention Facilities, Inc.
Hamilton, Ontario.

Dear Brian:

Please accept my
resignation as Director of the
Hamilton Convention Centre
effective November 12, 1988.

Yours truly,
W. J. Penfold

Committees

(4) Subsections (1), (2) and (3) apply with necessary modifications to committees of the board.

Secretary

15. The board shall appoint a secretary of the corporation who shall,

- (a) give notice of meetings of the board;
- (b) keep all minutes of meetings and proceedings of the board;
- (c) submit to the board at each of its meetings the minutes of the next preceding meeting of the board; and
- (d) perform such duties, in addition to those set out in clauses (a), (b) and (c), as the board may from time to time direct.

Personnel

16.—(1) The corporation may, in accordance with practices and procedures approved by council,

- (a) appoint, hire or otherwise engage officers, employees, agents or others;
- (b) determine the qualifications, responsibilities, duties and positions and terms and conditions of employment or service of persons appointed, hired or otherwise engaged by the corporation, including those employed under section 17;
- (c) establish classifications for persons appointed, hired or otherwise engaged by the corporation, including those employed by the corporation under section 17, and reclassify, transfer or promote any such person;
- (d) determine the remuneration, salaries and benefits of, and any payments to, officers, servants, agents or others; and
- (e) suspend, discharge or otherwise terminate employment or services.

Senior positions

(2) The council, for the purposes of this section, may define the positions that are senior personnel positions and no person shall be appointed, hired or otherwise engaged to fill a senior personnel position until the approval of council has been obtained.

CA4 ON HBL 089
A35



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

**HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.**

MEETING OF THE BOARD OF DIRECTORS

Friday, November 18, 1988

8:00 A.M.

COPPS COLISEUM

Hamilton Room

REGULAR AGENDA

1. **Chairman's Remarks**
2. **Correspondence**
3. **Minutes of October 21, 1988** Attachment 3
 - 3.1 Errors or Omissions
 - 3.2 Motion to Approve
4. **Minutes of November 11, 1988** Attachment 4
 - 4.1 Errors or Omissions
 - 4.2 Motion to Approve
5. **Business Arising From the Minutes**
6. **Committee Reports/Minutes**
 - 6.1 Executive Committee Ninth Report Attachment 6.1
 - 6.1.1 Executive Committee Minutes of October 12, 1988 Attachment 6.1.1
 - 6.2 Copps Coliseum Committee Tenth Report Attachment 6.2
 - 6.2.1 Copps Coliseum Committee Minutes of September 28, 1988 Attachment 6.2.1

Regular Agenda
November 18, 1988
Page 2

- | | | |
|--|--|------------------|
| 6.3 | Hamilton Convention Centre Committee
Ninth Report | Attachment 6.3 |
| 6.3.1 | Hamilton Convention Centre Committee
Minutes of September 30, 1988 | Attachment 6.3.1 |
| 6.4 | Hamilton Place Committee Eighth Report | Attachment 6.4 |
| 6.4.1 | Hamilton Place Committee Minutes of
September 29, 1988 | Attachment 6.4.1 |
|
7. New Business | | |
| 7.1 | H.E.C.F.I. Christmas Party
Monday, December 19, 1988
Holiday Inn | Verbal |
| 7.2 | Replacement of Carpet in the Hamilton
Convention Centre and Hamilton Place
Theatre | Attachment 7.2 |
|
8. Other Business | | |
| 9. Date of Next Meeting | | |
| Friday, December 16, 1988
8:00 A.M. | | |
|
10. Adjournment | | |

Unfinished Business

1. Trade Centre Arena Foundation - Possible Amalgamation with
Hamilton Place Foundation

Patricia Bennett
Secretary to the Board of Directors
November 14, 1988

3. Minutes of October 21, 1988

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

Friday, October 21, 1988

8:00 A.M.

COPPS COLISEUM

Hamilton Room

REGULAR MINUTES

PRESENT: Alderman B. Hinkley, Chairman
Alderman R. Wheeler
Alderman T. Murray
Alderman J. Gallagher
Mr. T. Casey
Mr. D. Beattie
Mr. S. Cino
Mr. N. Levitt
Mr. W. McFarland
Mrs. M. Dow
Mr. W. Tidball
Mr. G. Kwiatowski

ALSO PRESENT: Mr. B. Conacher
Mr. W. Penfold
Mr. T. Burrows
Mr. J. Leuser
Mr. J. Crane
Mr. S. Dockman

REGRETS: Mayor R. Morrow
Mr. F. DeNardis

MEDIA: James Elliott, The Spectator

1. Chairman's Remarks

The Chairman called the meeting to order at 8:20 p.m. Alderman Hinkley introduced and welcomed the two newly appointed Board Members, Mr. William Tidball and Mr. Gene Kwiatowski.

The Chairman extended best wishes to Mr. Bill Penfold who has recently announced his retirement. Alderman Hinkley stated that Mr. Penfold would be missed; that he had come to Hamilton when Hamilton needed him; he was the right man at the right place at a most difficult time. Mr. and Mrs. Penfold will reside in Ottawa.

2. Correspondence

Nil

3. Minutes of September 16, 1988

MOVED by Alderman Gallagher, seconded by Mr. Cino that

THE MINUTES OF SEPTEMBER 16, 1988 BE APPROVED.

MOTION CARRIED.

Mr. Levitt queried the amount quoted on page 5 in respect of the cost to finance the renovations to the acoustic panel ceiling system in the Club Lounge area of Copps Coliseum in the amount of \$22,800. It was clarified by the Director of Copps Coliseum that a reporting error had occurred at the August 24, 1988 Copps Coliseum Committee meeting; the correct amounts for renovations to the Hamilton Room and Club Lounge should have been documented as \$4,970. and \$22,800. respectively. The Committee approved the expenditure of \$22,800. for renovations to the Club Lounge.

5. Executive Committee Eighth Report

MOVED by Alderman Wheeler, seconded by Mr. McFarland that

THE EXECUTIVE COMMITTEE EIGHTH REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THAT THE COST TO FINANCE THE SUPPLY AND DELIVERY OF WESTINGHOUSE 5-STAR MOTOR CONTROL CENTRE PANELS FOR CITY HALL IN THE TOTAL AMOUNT OF \$24,702.84 BE FINANCED FROM WORK-IN-

PROGRESS EXPENDITURE ACCOUNT NUMBER 0408-82531, REPLACE MOTOR CONTROL CENTRE - CITY HALL.

THAT THE CITY EXECUTIVE COMMITTEE BE REQUESTED TO RECOMMEND TO CITY COUNCIL:

APPROVAL TO PROCEED WITH THE CAPITAL PROJECT TO REPLACE THE HAMILTON PLACE SOUND SYSTEM; and THAT THE ESTIMATED COST OF \$200,000. IN THE APPROVED 1988 CAPITAL BUDGET BE INCREASED TO \$202,000; and THAT THIS PROJECT BE FINANCED FROM HECFI'S RESERVE FOR CAPITAL PROJECTS, ACCOUNT NO. 0280-48.

THAT THE REQUEST FOR THE USE OF THE HAMILTON CONVENTION CENTRE FOR THE HAMILTON AREA CHALLENGE SQUARE DANCERS INC. ON NOVEMBER 2-4, 1989 BE APPROVED; AND THAT THE TOTAL AMOUNT OF \$11,925. FOR SPACE RENTAL AT THE HAMILTON CONVENTION CENTRE BE EXPENDED FROM THE SPECIAL EVENTS SUBSIDY RESERVE ACCOUNT FOR THIS FUNCTION.

THAT HECFI MANAGEMENT/STAFF IDENTIFY UPCOMING MAJOR COMMUNITY DINNERS IN THE HAMILTON AREA; AND THAT HECFI AND THE THREE MAJOR FACILITIES BE IDENTIFIED ON A TABLE SIGN TO BE DISPLAYED ON THE TABLES AT SUCH COMMUNITY DINNERS IN ORDER TO MAXIMIZE EXPOSURE.

MOTION CARRIED.

The following items were received for information:

- (i) Director of Finance & Administration's Report;
- (ii) Marketing Services Report;
- (iii) Consolidated Unaudited Operating Results for HECFI and CUP for the Eight Month Period Ended August 31, 1988;
- (iv) Committee Reports from the Copps Coliseum, Hamilton Place and Hamilton Convention Centre Committees;
- (v) Financial Analysis of Special Events Subsidy Reserve Account;

- (vi) Letter of resignation from Dr. C. Bart announcing his resignation effective immediately. Alderman Hinkley announced the appointments of Mr. Bill Tidball and Mr. Gene Kwiatowski who will fill the positions left vacant by Mr. Yates and Dr. Bart. These terms expire December 31, 1989;
- (vii) The Director of Finance & Administration to meet with the City Treasurer to discuss the procedure of Capital Budgets;
- (viii) Ms. Bennett to continue to act as a HECFI representative in attending meetings of the Archive Committee relative to the establishment of a municipal archive.

5.1.1 Executive Committee Minutes of September 7, 1988

MOVED by Mr. Cino, seconded by Mr. McFarland that

THE EXECUTIVE COMMITTEE MINUTES OF SEPTEMBER 7, 1988 BE RECEIVED.

MOTION CARRIED.

5.2 Copps Coliseum Committee Ninth Report

MOVED by Alderman Murray, seconded by Mr. Beattie that

THE COPPS COLISEUM COMMITTEE NINTH REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

THAT THE PROPOSED ALCOHOLIC BEVERAGE PRICES, AS DETAILED IN A REPORT ENTITLED VOLUME CONCESSION SERVICES INC. - PRICE REVIEW, DATED 1988 AUGUST 17 AS SUBMITTED BY MESSRS. JOHN T. CRANE AND BRUCE SMITH BE APPROVED AS AMENDED AND THAT THIS MATTER BE SUBJECT TO REVIEW BY EITHER VOLUME CONCESSION SERVICES INC. OR THE COPPS COLISEUM COMMITTEE IN SIX MONTHS TIME.

Note: Alderman J. Gallagher requested that he be recorded as opposed to the foregoing motion.

THAT THE QUOTATION SUBMITTED BY WESCO, HAMILTON, ONTARIO IN THE TOTAL AMOUNT OF \$24,702.84 FOR THE SUPPLY AND DELIVERY OF WESTINGHOUSE 5-STAR MOTOR CONTROL CENTRE PANELS BE ACCEPTED AND THAT THE HECFI EXECUTIVE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

MOTION CARRIED.

The following items were received for information:

- (i) Status Report on Confirmed Events/Performances at Copps Coliseum-October 1988 - January 1989;
- (ii) Marketing Services Report - September 1988;
- (iii) Comment Cards;
- (iv) Consolidated Unaudited Operating Results for HECFI for the Eight Month Period Ended August 31, 1988;
- (v) Unaudited Operating Results for the Central Utilities Plant for the Eight Month Period Ended August 31, 1988;
- (vi) The Director, in future, to employ a part-time employee specifically to clean up debris which is discarded by those waiting in line to purchase tickets;
- (vii) The Committee received the Board's recommendation that the Committee prepare a bid on behalf of HECFI for the 1991 World Junior Hockey Tournament;
- (Note:** Mr. Crane reported that he has contacted the Ontario Hockey Association in this regard; that Association will be forwarding the necessary information/instruction required to enter the bid process.)
- (viii) Report by the Director of Copps Coliseum;
- (ix) The Committee endorsed the Director's proposal to implement the establishment of a Quiet Room for parents accompanying their children to rock concerts.

(Note: The Director reported that at the recent Def Leppard concert the Quiet Room accommodated twenty-five parents and that generally, it was a worthwhile program.)

Method of Recording Opposition to Recommendations

Currently, opposition to recommendations is recorded in the minutes only; the Reports to the full Board document the recommendations, excluding minuted discussion, vote count, etc. It was

MOVED by Alderman Gallagher, seconded by Alderman Gallagher that

OPPOSITION TO RECOMMENDATIONS PRESENTED AT BOARD COMMITTEES BE DOCUMENTED IN THE REPORTS TO THE FULL BOARD OF DIRECTORS.

MOTION CARRIED.

5.2.1 Copps Coliseum Committee Minutes of August 24, 1988

MOVED by Alderman Murray, seconded by Alderman Gallagher that

THE COPPS COLISEUM COMMITTEE MINUTES OF AUGUST 24, 1988 BE RECEIVED.

MOTION CARRIED.

5.3 Hamilton Convention Centre Committee Eighth Report

MOVED by Alderman Wheeler, seconded by Mrs. Dow that

THE HAMILTON CONVENTION CENTRE COMMITTEE EIGHTH REPORT BE APPROVED.

MOTION CARRIED.

The following items were received for information:

- (i) The Seven and Eight Month Period Reports to July 31, 1988 and August 31, 1988 respectively;
- (ii) Director's Report for July/August, 1988;
- (iii) Client Evaluations;
- (iv) Correspondence;
- (v) Report on Client Evaluations;
- (vi) The Committee approved a limit of two bottles per table of ten of donated wine at the Gallery of Distinction Dinner.

5.3.1 Hamilton Convention Centre Committee Minutes of July 29, 1988

MOVED by Alderman Wheeler, seconded by Mr. Beattie that

THE HAMILTON CONVENTION CENTRE COMMITTEE MINUTES OF JULY 29, 1988 BE RECEIVED.

MOTION CARRIED.

5.4 Hamilton Place Committee Seventh Report

MOVED by Mr. Cino, seconded by Mrs. Dow that

THE HAMILTON PLACE COMMITTEE SEVENTH REPORT BE RECEIVED.

MOTION CARRIED.

The following items were received for information:

- (i) The Director's report regarding the marquee;
- (Note: The Committee Chairman, Mr. Cino, reported that the two renderings of the proposed marquee were viewed by the City's Executive Committee; no recommendation resulted. Mr. Cino stated that the selection process will continue at the HECFI Committee level.)
- (ii) The Director's verbal report regarding 'Facility Marketing';
- (iii) November 29th is the date tentatively scheduled for the discussion regarding Hamilton Place activity;

- (iv) Marketing Services Report;
- (v) Report from the Assistant Director, Hamilton Place;
- (vi) Report from the Director of Finance & Administration;
- (vii) Performing Arts Foundation Funds - The Facility Director reminded the Committee that approximately \$17,000. remain in the Performing Arts Foundation.

5.4.2 Hamilton Place Committee Minutes of August 25, 1988

MOVED by Mr. Cino, seconded by Mrs. Dow that

THE HAMILTON PLACE COMMITTEE MINUTES OF AUGUST 25, 1988 BE RECEIVED.

MOTION CARRIED.

6. New Business

6.1 Resignation of Mr. Bill Penfold

The Board received for information, the Managing Director/CEO's October 17th memorandum concerning the resignation of Mr. Bill Penfold.

7. Other Business

7.1 1987 Annual Report

The Managing Director/CEO circulated copies of the 1987 Annual Report advising that additional copies are available. A circulation list has been compiled by Mr. Norm Marshall in conjunction with Alderman Hinkley; staff will begin work on the mailing as soon as possible.

7.2 Gallery of Distinction Dinner

The Managing Director advised that two tables of ten (twenty tickets) have been reserved for HECFI's use. The Director of the Hamilton Convention Centre has requested his staff to prepare identification signs which include not only the name of HECFI, but the names of the three

facilities, for tables reserved for HECFI. Alderman Hinkley requested that when reserving tables at functions held at facilities other than the Hamilton Convention Centre, that the request for signs identifying HECFI and the three facilities be presented at the time the reservation is made.

8. Date of Next Meeting

Friday, November 18, 1988
8:00 a.m.

9. In-Camera Motions

The following motions were carried during the In-Camera Session:

THAT THE IN-CAMERA SESSION BE CONVENED.

THE IN-CAMERA MINUTES OF SEPTEMBER 16, 1988 BE APPROVED.

THE EXECUTIVE COMMITTEE IN-CAMERA REPORT OF OCTOBER 12, 1988 BE APPROVED AND THE FOLLOWING RECOMMENDATION ENDORSED:

THAT THE AMOUNT OF \$18,000. BE EXPENDED FROM THE HECFI SPECIAL EVENTS SUBSIDY RESERVE ACCOUNT TO THE 91ST HIGHLANDERS ATHLETIC ASSOCIATION IN STAGING THE 1988 HAMILTON SPECTATOR INDOOR GAMES IN COPPS COLISEUM ON JANUARY 15, 1988.

THE EXECUTIVE COMMITTEE IN-CAMERA MINUTES OF SEPTEMBER 7, 1988 BE RECEIVED.

THE COPPS COLISEUM COMMITTEE IN-CAMERA REPORT OF SEPTEMBER 7, 1988 BE APPROVED.

THE COPPS COLISEUM COMMITTEE IN-CAMERA MINUTES OF AUGUST 24, 1988 BE RECEIVED.

THE HAMILTON CONVENTION CENTRE COMMITTEE IN-CAMERA REPORT OF SEPTEMBER 30, 1988 BE APPROVED AND THE FOLLOWING RECOMMENDATION ENDORSED:

THAT THE STOREPERSON POSITION AT THE HAMILTON CONVENTION CENTRE BE RENAMED ASSISTANT PURCHASER/RECEIVER AND THAT THE POSITION BE RECLASSIFIED IN ACCORDANCE WITH THE REVISED JOB FACT SHEET TO GRADE 7 (\$19,127.68-\$22,288.08) WITH THE INCUMBENT STARTING AT THE ANNUAL SALARY OF \$19,127.68 AS OF OCTOBER 1, 1988.

THE HAMILTON CONVENTION CENTRE COMMITTEE IN-CAMERA MINUTES OF JULY 29, 1988 BE RECEIVED.

THE HAMILTON PLACE COMMITTEE IN-CAMERA REPORT OF SEPTEMBER 29, 1988 BE APPROVED AND THE FOLLOWING RECOMMENDATION ENDORSED:

THAT THE EXECUTIVE COMMITTEE AND THE BOARD OF DIRECTORS APPROVE PROCEEDING WITH PHASE 1 OF THE BUDGETED REPLACEMENT OF THE HAMILTON PLACE SOUND SYSTEM THROUGH CITY PURCHASING IN THE APPROXIMATE AMOUNT OF \$75,000.

THE HAMILTON PLACE COMMITTEE IN-CAMERA MINUTES OF AUGUST 25, 1988 BE RECEIVED.

THE IN-CAMERA SESSION ADJOURN AT 10:00 A.M.

10. Adjournment

MOVED by Alderman Wheeler, seconded by Mr. Tidball that

THE REGULAR SESSION ADJOURN AT 8:45 A.M.

MOTION CARRIED.

HECFI Board of Directors
Regular Session
October 21, 1988

Page 11

TAKEN AS READ AND APPROVED

Alderman Brian Hinkley, Chairman

Patricia Bennett, Secretary

4. Minutes of Special Board Meeting November 11, 1988

**HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.**

SPECIAL MEETING OF THE BOARD OF DIRECTORS

**Friday, November 11, 1988
8:00 A.M.
City Hall
Room 233**

REGULAR SESSION

PRESENT: Alderman B. Hinkley, Chairman
Mayor R. Morrow
Alderman R. Wheeler
Alderman T. Murray
Mr. D. Beattie
Mr. N. Levitt
Mr. W. McFarland
Mr. W. Tidball
Mr. G. Kwiatowski

ALSO PRESENT: Mr. B. Conacher
Mr. J. Leuser
Mr. T. Burrows
Mr. S. Dockman
Mr. B. Calder

GUESTS: Mr. J. Pelech
Mr. M. Cupido

REGRETS: Alderman J. Gallagher
Mrs. M. Dow
Mr. F. DeNardis
Mr. T. Casey
Mr. S. Cino

1. Chairman's Remarks

The meeting was called to order at 8:05 a.m.

2. Proposed Agreement Between HECFI and Messrs.
Pelech and Cupido

A review of the negotiated key terms and conditions took place which included TERM, OPTION TO RENEW, PAYMENT(S) TO THE CORPORATION, PRACTICE SESSIONS, CLUB LOUNGE, RADIO AND TELEVISION RIGHTS, PRIVATE BOXES.

OPTION TO RENEW: - The proposed contract provides that following five (5) years a new contract will be negotiated. Messrs. Pelech and Cupido requested that a full option to renew after five years be stated in the contract. It was suggested that a time limit for negotiations be included. The June 1st Option to Renew date was moved up to May 1st.

PAYMENT(S) TO THE CORPORATION: -

- In response to Alderman Wheeler's query regarding revenue, Mr. Cupido stated that it is anticipated that 5,000 tickets will be sold on the average at approximately \$5.00 per ticket which would represent \$2,500. revenue for HECFI, per game. Mr. Cupido stated that it is hoped with increased attendance at the hockey games HECFI will gain additional revenue from the concessions.

PRIVATE BOXES: - The Hockey Team is responsible for any damage to the Private Boxes that occurs during any of its hockey games.

- HECFI will continue to try to sell the Private Boxes. Any Licence Agreement will be effective after the hockey season.

Although there is no exclusivity clause in the proposed contract, Alderman Hinkley stated that the intent is that an American Hockey League franchise will not be located at Copps Coliseum during the duration of the proposed contract.

Alderman Hinkley stated that in-camera discussion was required and Messrs. Pelech and Cupido were requested to leave the meeting while discussion took place.

The meeting reconvened at 8:45 a.m. The following motion was carried.

MOVED by Alderman Murray, seconded by Mr. McFarland that

THE PROPOSED AGREEMENT FOR THE LICENCED USE OF COPPS COLISEUM BY AN O.H.L. JUNIOR FRANCHISE BE APPROVED.

MOTION CARRIED. (Unanimously)

TAKEN AS READ AND APPROVED

Alderman B. Hinkley, Chairman

Patricia Bennett, Secretary

ANNUAL REPORT OF THE
COMMISSIONER OF THE
LAND OFFICE
FOR THE YEAR 1900

THE LAND OFFICE HAS THE HONOR TO ACKNOWLEDGE THE RECEIPT OF THE ANNUAL REPORT OF THE COMMISSIONER OF THE LAND OFFICE FOR THE YEAR 1900. THE REPORT IS A VALUABLE CONTRIBUTION TO THE KNOWLEDGE OF THE LANDS OF THE STATE AND IS WELL WRITTEN AND INTERESTING. THE COMMISSIONER HAS DONE WELL IN HIS DUTY AND HIS REPORT IS A PLEASURE TO READ. THE LAND OFFICE HAS BEEN VERY SUCCESSFUL IN ITS WORK AND HAS MADE GREAT PROGRESS IN THE YEAR 1900. THE LANDS OF THE STATE ARE WELL MANAGED AND THE INTERESTS OF THE STATE ARE WELL PROTECTED. THE COMMISSIONER HAS BEEN VERY ACTIVE IN HIS WORK AND HAS MADE GREAT PROGRESS IN THE YEAR 1900. THE LANDS OF THE STATE ARE WELL MANAGED AND THE INTERESTS OF THE STATE ARE WELL PROTECTED.

THE LAND OFFICE HAS BEEN VERY SUCCESSFUL IN ITS WORK AND HAS MADE GREAT PROGRESS IN THE YEAR 1900. THE LANDS OF THE STATE ARE WELL MANAGED AND THE INTERESTS OF THE STATE ARE WELL PROTECTED. THE COMMISSIONER HAS BEEN VERY ACTIVE IN HIS WORK AND HAS MADE GREAT PROGRESS IN THE YEAR 1900. THE LANDS OF THE STATE ARE WELL MANAGED AND THE INTERESTS OF THE STATE ARE WELL PROTECTED.

THE LAND OFFICE HAS BEEN VERY SUCCESSFUL IN ITS WORK AND HAS MADE GREAT PROGRESS IN THE YEAR 1900. THE LANDS OF THE STATE ARE WELL MANAGED AND THE INTERESTS OF THE STATE ARE WELL PROTECTED. THE COMMISSIONER HAS BEEN VERY ACTIVE IN HIS WORK AND HAS MADE GREAT PROGRESS IN THE YEAR 1900. THE LANDS OF THE STATE ARE WELL MANAGED AND THE INTERESTS OF THE STATE ARE WELL PROTECTED.

6.1 Executive Committee Ninth Report



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

REPORT TO THE HECFI BOARD OF DIRECTORS
OF THE HECFI EXECUTIVE COMMITTEE
MEETING OF NOVEMBER 9, 1988

The HECFI Executive Committee presents its NINTH Report and respectfully recommends:

1. Method of Financing of Construction of Coat Check
and Office Area

That the cost not to exceed \$8,170 to construct a coat check and office area on the third floor of the Hamilton Convention Centre be financed from the residual balance remaining in the Kitchen Expansion project account number 0408-K72921.

Note: The Hamilton Convention Centre Committee at its meeting on October 28, 1988 recommended that a coat check and office area be constructed by the City's Property Maintenance Department at an amount not to exceed \$8,170 and that the HECFI Executive Committee recommend the method of financing.

2. Method of Financing of Track Lighting -
Wentworth Exhibition Hall

That the total cost of \$14,439.85, inclusive of taxes, to supply and install Track Lighting in the Wentworth Exhibition Hall of the Hamilton Convention Centre be financed from work-in-progress expenditure account number 0408-K72925, Track Lighting - Wentworth Exhibition Hall.

Note: The Hamilton Convention Centre Committee at its meeting on October 28, 1988 recommended awarding contracts to supply and install Track Lighting in the Wentworth Exhibition Hall and that the HECFI Executive Committee recommend the method of financing.

**3. Method of Financing of the Purchase of Replacement
Dinnerware and China**

That the total cost of \$26,442.07 to purchase replacement dinnerware and china at the Hamilton Convention Centre be authorized as overdrafts to operating account numbers 8340-2471 (Replacement - China) and 8340-2473 (Replacement-Silver) which will have the effect of reducing the overall operating surplus of the Hamilton Convention Centre.

Note: The Hamilton Convention Centre Committee at its meeting on October 28, 1988 requested that the HECFI Executive Committee recommend the method of financing to purchase replacement dinnerware and china.

4. Leasing of Computer Equipment - MSA System

- (a) That computer equipment for HECFI in connection with the implementation of the new City financial and purchasing MSA system be leased over a 36 month basis by Mr. Jim Hindson, Director of Information Systems, on our behalf at an estimated monthly rate of \$1,060, taxes included, effective January 1, 1989.
- (b) That software (Lotus and DOS) totalling approximately \$1,800 and a printer table and cover totalling approximately \$1,200 be purchased and charged to work-in-progress expenditure account number 0408-K6281, Facility Management Computer System.

Note: The cost of item (a) would be included in the 1989 operating budget of HECFI. Background information is attached as **Schedule "A"**.

The following are items for information only:

1. Director of Finance and Administration's Report

Attached as **Schedule "B"**.

2. Marketing Services Report

Attached as "Schedule "C".

3. Consolidated Unaudited
Operating Results

3.1 HECFI Nine Month Period Ended
September 30, 1988

Attached as Schedule "D".

3.2 CUP Nine Month Period Ended
September 30, 1988

Attached as Schedule "E".

4. Committee Reports

The following Committee reports were considered:

Copps Coliseum Committee Report.

Hamilton Place Committee Report.

Hamilton Convention Centre Committee Report.

5. Other Business

It was requested that Mr. John T. Crane, Director of Copps Coliseum, advise the Ringling Bros. and Barnum & Bailey Circus of City Council's decision regarding the reduction in the standard municipal licence fee to \$20.00 per event day for the Circus. The HECFI Executive Committee was advised that the City of Hamilton Licensing By-law 79-323 Respecting Places of Amusement would be reviewed at a later date.

RESPECTFULLY SUBMITTED

Brian Hinkley

ALDERMAN BRIAN HINKLEY, CHAIRMAN
HECFI EXECUTIVE COMMITTEE

J. Mills

Joan M. Mills
Committee Secretary



FROM John A. Leuser, Director of Finance
and Administration DATE November 1, 1988
Name & Title

FOR ACTION ☒ FOR INFORMATION ☐ File No. _____

TO: B O A R D ☐ (OR) HECFI Executive Committee ☒

SUBJECT

Leasing of Computer Equipment - MSA System

RECOMMENDATION

- (a) That computer equipment for HECFI in connection with the implementation of the new City financial and purchasing MSA system be leased over a 36 month basis by Mr. Jim Hindson, Director of Information Systems, on our behalf at an estimated monthly rate of \$1,060, taxes included, effective January 1, 1989.
- (b) That software (Lotus and DOS) totalling approximately \$1,800 and a printer table and cover totalling approximately \$1,200 be purchased and charged to work-in-progress expenditure account number 0408-K6281, Facility Management Computer System.

Note: The cost of item (a) above would be included in the 1989 operating budget of HECFI.

BACKGROUND

As reported to this Committee in previous months, the City and the Region are proceeding to introduce, effective January 1, 1989, the new MSA financial and purchasing system. In connection with the development of this system HECFI has over the past months been working with the City to introduce the new MSA system to HECFI.

The City's current manual and batch processing financial and purchasing systems, which we are integrated with, are being replaced by the MSA system, which is on-line. In order for HECFI to be on the MSA system, we will require the following additional computer equipment by January 1, 1989.

- 3 Micro-Computers with Irma (connects our units to the City's mainframe)
- 2 access terminals linked to the mainframe
- 3 additional Irma installations to our existing 3 Micro-Computers located in the general office area of the Finance and Administration Department (allows access to the City's mainframe computer)

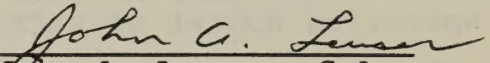
- a printer which is linked to the City's mainframe computer
- Lotus and DOS software for the three new Micro-Computer units
- a cover and stand for the new printer

Mr. Hindson, the Director of Information Systems, has indicated that his department will absorb the cost of installing any lines to connect HECFI equipment to the City's mainframe computer.

He is also suggesting that we lease rather than purchase the equipment since:

- (1) the City's leasing arrangements are favorable from a financing viewpoint and include a nominal purchase option at the end of the 36 month lease term; and
- (2) upgrades in equipment from his perspective can be more easily accommodated during the lease term in the event that significant technological advances occur.

The equipment outlined above is essential for HECFI staff to enter financial and purchasing information on-line and for my department to monitor and authorize transactions. We can not function in 1989 without this equipment.


John A. Leuser, C.A.
Director of Finance
and Administration

**Report to the HECFI Executive Committee
from the Director of
Finance and Administration**

Staff Changes

I am pleased to advise you that Ms. Karen Stanton was selected as our Finance Officer at the Hamilton Convention Centre, effective October 24, 1988, and Ms. Linda Persichini was selected as the Box Office Supervisor at Copps Coliseum, effective October 31, 1988. Both these individuals were successful internal candidates at HECFI.

Their promotions have now created vacancies in their respective old positions which we are in the process of filling.

Capital Budget Programme for 1989 - 1993

Further to the Committee's request at the last meeting, I wrote to the City Treasurer asking him to clarify the implications to HECFI, especially in light of our own reserve fund for capital projects, of the following City Council resolution of October 11, 1988:

That staff and Standing Committees make no change in projects in years one and two of the five-year Capital Budget unless approved by Council, and if new projects are proposed for years three and four, such projects will be subject to the application of the trade-off principle by City Council with projects previously approved in those years; and that the Management Teams develop the required procedures to implement this policy.

Note: The purpose of this resolution is to place clear limitations on capital spending to be contained in the 1989 - 1993 Capital Budget equating to the parameters provided in the four overlapping years of the approved 1988 - 1992 Capital Budget. This will ensure that the additional debt requirements for the years 1989 - 1992, as approved in the 1988 - 1992 Capital Budget, namely, 1989 - \$12,058,000; 1990 - \$8,289,000; 1991 - \$7,097,000; 1992 - \$6,250,000, totalling \$33,694,000, will not be exceeded.

Discussions have been held with the City Treasurer to clarify our approach to the 1989 - 1993 Capital Budget Programme. A revised 1989 - 1993 Capital Budget Programme will be submitted to each of the Standing Committees at their next set of scheduled meetings.

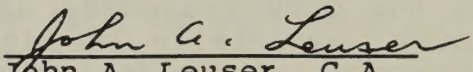
Operating Budgets for 1989

It is our intention to submit the 1989 operating budgets to the HECFI Standing Committees at their next scheduled set of meetings.

MSA System

We have been attending weekly meetings in the City Treasurer's office to monitor and assist with the implementation of the new MSA financial and purchasing on-line systems for 1989.

The City Treasurer indicates that the MSA financial and purchasing systems will be operational, effective January 1, 1989.


John A. Leuser, C.A.
Director of Finance
and Administration



Hamilton
Entertainment
and Convention
Facilities Inc.

Schedule C

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

FOR INFORMATION

MEMO TO: COPPS COLISEUM COMMITTEE
HAMILTON PLACE THEATRE COMMITTEE
HAMILTON CONVENTION CENTRE COMMITTEE
✓ HECFI EXECUTIVE COMMITTEE

FROM: Mary Webb, Marketing Services Manager

DATE: October 19, 1988

SUBJECT: MARKETING SERVICES REPORT - OCTOBER 1988

Although the priority over the past few weeks has been the 1989 Marketing Services budget, progress has been achieved with the numerous OK&D projects and with the Hendershot research study, event promotion and promoter liaison. The following is an update on the Marketing Services Department:

1. 1989 MARKETING SERVICES BUDGET

The three Marketing Coordinators have been involved in the preliminary preparation of the budget, working with the facility Directors and Marketing Services Manager. First draft was presented to Mr. Conacher October 19, 1988. Preparation was extremely time-consuming but was considered top priority for the 1989 marketing strategy.

2. HENDERSHOT RESEARCH

Hendershot Research Consultants presented the final report of Phase I of their study on the market share of the Hamilton Convention Centre in comparison to convention centres in other major Ontario cities. Results of the study indicate that the creative work promoting the facility is on target.

On October 13, Hendershot Research Consultants met with Bill Penfold, OK&D and Marketing Services staff to discuss Phase II of the Hamilton Convention Centre study. A Phase II study proposal will be presented and, if accepted, should be completed by the end of the year.

Hendershot will be meeting with Tom Burrows and John Crane to determine the research needs for Hamilton Place Theatre and Copps Coliseum. This research will get underway in 1988 and be carried over into 1989.

3. OK&D

Hamilton Convention Centre Medical Brochure

Final artwork for the brochure was approved by Bill Penfold and is now in production. Over 1000 medical associations will receive the brochure in early November.

Hamilton Convention Centre Convention/Meeting Brochure

Concept for this brochure was approved by Bill Penfold and Marketing Services on October 13 and OK&D has been directed to proceed with final artwork.

Copps Coliseum Brochure

Marketing Services staff met with OK&D October 19 to discuss the concept for the Copps Coliseum brochure. Preliminary work had been done by David Watkins. OK&D are to present a layout for approval.

HECFI Folder

Brian Conacher and Mary Webb discussed the folder with OK&D October 19. OK&D is to present a concept.

Annual Report

Delivery received October 19, 1988.

Summary

OK&D have been directed to complete the Hamilton Convention Centre convention/meeting brochure, Copps Coliseum brochure and HECFI folder by the end of December.

4. EVENT PROMOTION - HAMILTON PLACE THEATRE AND COPPS COLISEUM

Hamilton Place Theatre

Negotiations for "presents" with CHAM, CKLH and CHML radio stations have resulted in over \$13,000. in free promotion for the Rita MacNeil, 4 Girls 4, Waylon Jennings and Dirty Dancing shows at Hamilton Place Theatre. Through the generous support of Ross & McBride, sponsors for the State Symphony of the U.S.S.R., additional ads totalling \$2,000. were run in the Toronto Globe & Mail and the Hamilton Spectator. Negotiations are currently underway for a "presenter" for the Hamilton Place Theatre Christmas musical "Aladdin".

Copps Coliseum

David Watkins is acting as liaison with Ringing Bros.- Barnum & Bailey in coordinating the various media contra arrangements.

5. DESIGNATED DRIVER CAMPAIGN AT HAMILTON CONVENTION CENTRE

Bryan Cripps has designed a flyer and tent cards to promote the Designated Driver policy for the holiday season.

6. WALL OF FAME

Norm Marshall and David Watkins have been working with the Wall of Fame Committee in organizing the reception to be held November 28th, 1988, to honour the first 50 inductees.

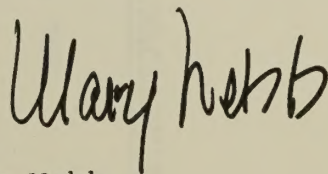
7. VIDEO

Steps have been taken to lay the ground work with CHCH-TV regarding a possible future HECFI video. CHCH-TV has appropriate footage in their library that would be available if the projects moves forward.

8. HECFI MIRAGE DISPLAY

The photo concept for the backdrop of the display continues to be researched by Bryan Cripps.

Respectfully submitted,



MW:mgm

Mary Webb,
Manager of Marketing Services.

Letter to the President

Dear Mr. President:

I am writing to you today to express my deep concern over the current state of our nation's affairs. The challenges we face are immense, and it is my duty as a citizen to voice my thoughts and concerns to you.

First, I am deeply troubled by the economic situation. The unemployment rate is at an all-time high, and many families are struggling to make ends meet. I believe that the government should take immediate action to stimulate the economy and create jobs for our citizens.

Second, I am concerned about the state of our education system. Many of our schools are underfunded, and our students are not receiving the quality education they deserve. I believe that the government should increase funding for education and implement reforms to improve the quality of our schools.

Third, I am worried about the environment. Climate change is a real and present danger, and we must take action now to protect our planet for future generations. I believe that the government should lead by example and take steps to reduce our carbon footprint.

Finally, I am concerned about the state of our democracy. We must ensure that our elections are fair and free, and that our government is accountable to the people. I believe that the government should take steps to strengthen our democratic institutions.

I am confident that you will take these concerns seriously and take the necessary steps to address them. I am grateful for your leadership and your commitment to the well-being of our nation.

[Handwritten Signature]

Sincerely,
[Name]

[Address]
[City, State, Zip]
[Phone Number]
[Email Address]

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

UNAUDITED OPERATING RESULTS FOR THE
NINE MONTH PERIOD ENDED SEPTEMBER 30, 1988

THE UNIVERSITY OF CHICAGO PRESS

CHICAGO, ILLINOIS 60607

TEL: 773-936-3700 FAX: 773-936-3701



**Hamilton
Entertainment
and Convention
Facilities Inc.**

John A. Leuser, Director of Finance
and Administration

FROM

Name & Title

DATE October 19, 1988

FOR ACTION ☐

FOR INFORMATION ☒

File No. _____

TO: **B O A R D** ☐

(OR)

ALL ☒
Committees

Subject

Consolidated Unaudited Operating Results for HECFI for the Nine Month Period Ended September 30, 1988.

Comments

HECFI - Consolidated

HECFI's budgetary surpluses for the month and nine month period ended September 30, 1988 were \$15,616 and \$729,913, respectively.

An analysis of the budgetary surpluses (deficits) by facility/division is as follows:

	<u>Budgetary Surplus (Deficit)</u>	
	<u>For The Month of September 1988</u>	<u>For The Nine Month Period Ended Sept. 30, 1988</u>
Hamilton Convention Centre	\$ 665	\$278,513
Hamilton Place Theatre	1,845	(37,855)
Copps Coliseum	20,717	287,193
Corporate	(7,611)	202,062
HECFI Total	<u>\$ 15,616</u>	<u>\$729,913</u>

An analysis of HECFI's revenue performance for the month and nine month period in relation to the budget and the prior year by facility/division is summarized in the following four tables:

<u>A Comparison Of Actual With Budgeted Revenue For The Month of Sept., 1988</u>			<u>Increase (Decrease) Over Budget</u>	
<u>Actual</u>	<u>Budget</u>		<u>\$ Amount</u>	<u>Percentage</u>
Hamilton Convention Centre	\$ 225,449	\$263,000	\$(37,551)	(14.3%)
Hamilton Place Theatre	83,209	135,000	(51,791)	(38.4%)
Copps Coliseum	115,180	102,750	12,430	12.1%
Corporate	36,735	33,337	3,398	10.2%
HECFI Total	<u>\$ 460,573</u>	<u>\$534,087</u>	<u>\$(73,514)</u>	<u>(13.8%)</u>

A Comparison Of 1988 Actual With 1987 Actual Revenue For The Month of Sept.				
	<u>1988</u>	<u>1987</u>	<u>\$ Amount</u>	<u>Increase (Decrease) Over 1987 Percentage</u>
Hamilton Convention Centre	\$ 225,449	\$223,131	\$ 2,318	1.0%
Hamilton Place Theatre	83,209	246,647	(163,438)	(66.3%)
Copps Coliseum	115,180	305,341	(190,161)	(62.3%)
Corporate	36,735	76,202	(39,467)	(51.8%)
HECFI Total	<u>\$ 460,573</u>	<u>\$851,321</u>	<u>\$ (390,748)</u>	<u>(45.9%)</u>

A Comparison Of Actual With Budgeted Revenue For The Nine Month Period Ended Sept. 30, 1988				
	<u>Actual</u>	<u>Budget</u>	<u>\$ Amount</u>	<u>Increase (Decrease) Over Budget Percentage</u>
Hamilton Convention Centre	\$1,953,636	\$1,698,000	\$ 255,636	15.1%
Hamilton Place Theatre	900,846	1,195,000	(294,154)	(24.6%)
Copps Coliseum	1,494,823	1,155,350	339,473	29.4%
Corporate	374,564	330,519	44,045	13.3%
HECFI Total	<u>\$4,723,869</u>	<u>\$4,378,869</u>	<u>\$ 345,000</u>	<u>7.9%</u>

A Comparison Of 1988 Actual With 1987 Actual Revenue For The Nine Month Period Ended Sept.30				
	<u>1988</u>	<u>1987</u>	<u>\$ Amount</u>	<u>Increase (Decrease) Over 1987 Percentage</u>
Hamilton Convention Centre	\$1,953,636	\$1,848,934	\$ 104,702	5.7%
Hamilton Place Theatre	900,846	1,260,248	(359,402)	(28.5%)
Copps Coliseum	1,494,823	1,207,644	287,179	23.8%
Corporate	374,564	408,908	(34,344)	(8.4%)
HECFI Total	<u>\$4,723,869</u>	<u>\$4,725,734</u>	<u>\$ (1,865)</u>	<u>- %</u>

Hamilton Convention Centre

The Convention Centre realized for the month of September and the nine month period ended September 30, 1988 budgetary surpluses of approximately \$665 and \$278,513, respectively.

The budgetary surplus of \$665 for the month arose primarily due to expenditures being controlled.

The budgetary surplus of \$278,513 for the nine month period ended September 30, 1988 arose as a result of expenditures being controlled while revenue for the period exceeded budget by \$255,636 or 15.1%.

Hamilton Place Theatre

For the month of September and the nine month period ended September 30, 1988, Hamilton Place Theatre realized budgetary surpluses (deficits) of approximately \$1,845 and (\$37,855), respectively.

The budgetary surplus of \$1,845 for the month arose primarily as a result of below budget administrative and maintenance expenditures.

The deficit of \$37,855 for the nine month period arose primarily due to lower than anticipated levels of activity.

Copps Coliseum

Copps Coliseum realized for the month of September and the nine month period ended September 30, 1988 budgetary surpluses of approximately \$20,717 and \$287,193, respectively.

The budgetary surplus of \$20,717 for the month of September arose primarily from realizing a better than anticipated mix of revenue producing events for the month.

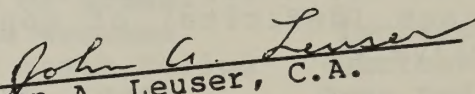
The budgetary surplus of \$287,193 for the nine month period ended September 30, 1988 arose as a result of a combination of revenue being over-budget by \$339,473 or 29.4%, while expenditures for the period exceeded budget by \$52,280 or 4.0%. The increase in revenue is due primarily to higher than anticipated levels of activity (104 performances realized, 87 projected).

Corporate

For the month of September and the nine month period ended September 30, 1988, the Corporate Department realized budgetary surpluses (deficits) of approximately (\$7,611) and \$202,062, respectively.

The deficit of \$7,611 for the month of September arose primarily due to Marketing expenditures exceeding that budgeted for the month.

The surplus of \$202,062 for the nine month period arose primarily from below budget Marketing expenditures and surpluses being realized from the Box Office Operation.


John A. Leuser, C.A.
Director of Finance
and Administration

attach.

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

BALANCE SHEET

AS AT SEPTEMBER 30, 1988

ASSETS		LIABILITIES AND RESERVES	
CURRENT		CURRENT	
CASH	\$16,500	ACCOUNTS PAYABLE AND ACCRUALS	\$352,804
ACCOUNTS RECEIVABLE	\$441,827	ADVANCE TICKET SALES AND DEPOSITS	\$1,335,545
PREPAIDS	\$33,228	UNREDEEMED GIFT CERTIFICATES	\$101,710
INVENTORIES	\$99,998	TOTAL CURRENT LIABILITIES	\$1,790,059
DUE FROM CITY OF HAMILTON	\$1,224,640	RESERVES	\$26,134
TOTAL ASSETS	\$1,816,193	TOTAL LIABILITIES AND RESERVES	\$1,816,193

A SUMMARIZED CONSOLIDATED OPERATING STATEMENT

(1) Includes \$49,000 of the 1987 operating surplus carried forward to 1988.

HAMILTON CONVENTION CENTRE

SUMMARY OF REVENUE AND EXPENDITURES

Description	Budgeted		Actual		Actual Operating	
	Operating Results For		Operating Results For		Results For	
	The Month of September 1988	The Nine Month Period Ended September 1988	The Month of September 1988	The Nine Month Period Ended September 1988	Percentage of Total 1988 Budget Spent or Achieved	The Nine Month Period Ended September 1987
(1)	(2)	(3)	(4)	(5)	(6)	(7)
REVENUE						
RENTALS AND LICENCE FEES	\$387,100	\$250,131	\$47,741	\$370,605	95.7%	\$295,173
OTHER RENTALS	21,000	13,787	1,270	16,157	76.9%	17,782
FOOD AND BEVERAGE SALES	2,079,500	1,339,230	157,052	1,449,754	69.7%	1,440,579
RECOVERIES	82,000	53,836	11,300	74,833	91.3%	69,647
OTHER REVENUE	62,400	41,016	8,086	42,287	67.8%	25,753
	\$2,632,000	\$1,698,000	\$225,449	\$1,953,636	74.2%	\$1,848,934
EXPENDITURES						
ADMINISTRATION	\$319,690	\$239,909	\$25,762	\$232,412	72.7%	\$226,240
BUILDING MAINTENANCE	385,590	284,859	31,919	261,607	67.8%	272,882
OPERATIONS	105,180	78,666	7,864	75,476	71.8%	66,049
SECURITY	107,000	78,722	5,615	81,306	76.0%	80,770
FOOD AND BEVERAGE - ADMINISTRATION AND CLIENT SERVICES	127,680	98,141	9,470	96,612	75.7%	80,250
FOOD AND BEVERAGE - KITCHEN	853,040	575,239	65,402	585,504	68.6%	574,928
FOOD AND BEVERAGE - BANQUET	932,950	634,082	73,682	648,861	69.5%	635,716
MACNAB ARMS	0	0	0	0	0.0%	4,619
MARKETING	266,490	198,884	21,402	183,847	69.0%	196,183
	\$3,097,620	\$2,188,502	\$241,116	\$2,165,625	69.9%	\$2,137,637
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS	\$465,620	\$16,332	\$15,667	\$211,989	45.5%	\$288,703

NOTE: The revenue and expenditure detail on the above balances is available upon request.

Name	Address	City	State	Zip	Phone	Occupation	Education	Religion	Marital Status	Children	Notes
John Doe	123 Main St	Anytown	CA	90210	555-1234	Teacher	BS	Catholic	Married	2	
Jane Smith	456 Oak Ave	Anytown	CA	90210	555-5678	Nurse	BSN	Protestant	Single	0	
Robert Johnson	789 Pine St	Anytown	CA	90210	555-9012	Engineer	MS	Jewish	Married	1	
Mary Williams	101 Elm St	Anytown	CA	90210	555-3456	Homemaker	HS	Methodist	Married	3	
David Brown	202 Maple St	Anytown	CA	90210	555-7890	Student	PhD	Buddhist	Single	0	
Elizabeth Taylor	303 Cedar St	Anytown	CA	90210	555-2345	Writer	MA	Anglican	Single	0	
Michael Green	404 Birch St	Anytown	CA	90210	555-6789	Doctor	MD	Muslim	Married	1	
Sarah White	505 Spruce St	Anytown	CA	90210	555-0123	Artist	BA	Hindu	Single	0	
James Black	606 Willow St	Anytown	CA	90210	555-4567	Lawyer	J.D.	Secular	Married	2	
Patricia Gray	707 Ash St	Anytown	CA	90210	555-8901	Manager	BA	Evangelical	Married	1	
Christopher Lee	808 Hickory St	Anytown	CA	90210	555-2345	Scientist	PhD	Unitarian	Single	0	
Michelle King	909 Walnut St	Anytown	CA	90210	555-6789	Designer	BA	Wiccan	Single	0	
Andrew Hall	1010 Chestnut St	Anytown	CA	90210	555-0123	Musician	BA	Sikh	Married	2	
Stephanie Young	1111 Sycamore St	Anytown	CA	90210	555-4567	Translator	MA	Orthodox	Single	0	
Benjamin Wright	1212 Magnolia St	Anytown	CA	90210	555-8901	Historian	PhD	Presbyterian	Married	1	
Victoria Lopez	1313 Palm St	Anytown	CA	90210	555-2345	Chef	BA	Bahai	Single	0	
Gregory Hill	1414 Cedar St	Anytown	CA	90210	555-6789	Architect	MA	Secular	Married	2	
Rebecca Scott	1515 Birch St	Anytown	CA	90210	555-0123	Librarian	BA	Quaker	Single	0	
Jonathan Adams	1616 Spruce St	Anytown	CA	90210	555-4567	Programmer	BS	Secular	Married	1	
Karen Baker	1717 Willow St	Anytown	CA	90210	555-8901	Psychologist	PhD	Secular	Single	0	
Timothy Clark	1818 Ash St	Anytown	CA	90210	555-2345	Engineer	MS	Secular	Married	2	
Christina Evans	1919 Hickory St	Anytown	CA	90210	555-6789	Teacher	BA	Secular	Single	0	
Brandon Foster	2020 Walnut St	Anytown	CA	90210	555-0123	Student	PhD	Secular	Single	0	
Heather Grant	2121 Chestnut St	Anytown	CA	90210	555-4567	Writer	MA	Secular	Married	1	
Kevin Harris	2222 Sycamore St	Anytown	CA	90210	555-8901	Manager	BA	Secular	Married	2	
Angela King	2323 Magnolia St	Anytown	CA	90210	555-2345	Designer	BA	Secular	Single	0	
Robert Lee	2424 Palm St	Anytown	CA	90210	555-6789	Engineer	MS	Secular	Married	1	
Michelle Miller	2525 Cedar St	Anytown	CA	90210	555-0123	Teacher	BA	Secular	Single	0	
Christopher Moore	2626 Birch St	Anytown	CA	90210	555-4567	Student	PhD	Secular	Single	0	
Stephanie Nelson	2727 Spruce St	Anytown	CA	90210	555-8901	Translator	MA	Secular	Married	1	
Benjamin Ortiz	2828 Willow St	Anytown	CA	90210	555-2345	Historian	PhD	Secular	Married	2	
Karen Parker	2929 Ash St	Anytown	CA	90210	555-6789	Chef	BA	Secular	Single	0	
Timothy Reed	3030 Hickory St	Anytown	CA	90210	555-0123	Engineer	MS	Secular	Married	1	
Christina Ross	3131 Walnut St	Anytown	CA	90210	555-4567	Teacher	BA	Secular	Single	0	
Brandon Scott	3232 Chestnut St	Anytown	CA	90210	555-8901	Student	PhD	Secular	Single	0	
Heather Stein	3333 Sycamore St	Anytown	CA	90210	555-2345	Writer	MA	Secular	Married	1	
Kevin Torres	3434 Magnolia St	Anytown	CA	90210	555-6789	Manager	BA	Secular	Married	2	
Angela Turner	3535 Palm St	Anytown	CA	90210	555-0123	Designer	BA	Secular	Single	0	
Robert Vance	3636 Cedar St	Anytown	CA	90210	555-4567	Engineer	MS	Secular	Married	1	
Michelle Ward	3737 Birch St	Anytown	CA	90210	555-8901	Teacher	BA	Secular	Single	0	
Christopher Weiss	3838 Spruce St	Anytown	CA	90210	555-2345	Student	PhD	Secular	Single	0	
Stephanie Wolfe	3939 Willow St	Anytown	CA	90210	555-6789	Translator	MA	Secular	Married	1	
Benjamin Wright	4040 Ash St	Anytown	CA	90210	555-0123	Historian	PhD	Secular	Married	2	
Karen Young	4141 Hickory St	Anytown	CA	90210	555-4567	Chef	BA	Secular	Single	0	
Timothy Ziegler	4242 Walnut St	Anytown	CA	90210	555-8901	Engineer	MS	Secular	Married	1	
Christina Hall	4343 Chestnut St	Anytown	CA	90210	555-2345	Teacher	BA	Secular	Single	0	
Brandon King	4444 Sycamore St	Anytown	CA	90210	555-6789	Student	PhD	Secular	Single	0	
Heather Lee	4545 Magnolia St	Anytown	CA	90210	555-0123	Writer	MA	Secular	Married	1	
Kevin Miller	4646 Palm St	Anytown	CA	90210	555-4567	Manager	BA	Secular	Married	2	
Angela Moore	4747 Cedar St	Anytown	CA	90210	555-8901	Designer	BA	Secular	Single	0	
Robert Nelson	4848 Birch St	Anytown	CA	90210	555-2345	Engineer	MS	Secular	Married	1	
Michelle Ortiz	4949 Spruce St	Anytown	CA	90210	555-6789	Teacher	BA	Secular	Single	0	
Christopher Parker	5050 Willow St	Anytown	CA	90210	555-0123	Student	PhD	Secular	Single	0	
Stephanie Reed	5151 Ash St	Anytown	CA	90210	555-4567	Translator	MA	Secular	Married	1	
Benjamin Scott	5252 Hickory St	Anytown	CA	90210	555-8901	Historian	PhD	Secular	Married	2	
Karen Stein	5353 Walnut St	Anytown	CA	90210	555-2345	Chef	BA	Secular	Single	0	
Timothy Torres	5454 Chestnut St	Anytown	CA	90210	555-6789	Engineer	MS	Secular	Married	1	
Christina Turner	5555 Sycamore St	Anytown	CA	90210	555-0123	Teacher	BA	Secular	Single	0	
Brandon Vance	5656 Magnolia St	Anytown	CA	90210	555-4567	Student	PhD	Secular	Single	0	
Heather Ward	5757 Palm St	Anytown	CA	90210	555-8901	Writer	MA	Secular	Married	1	
Kevin Weiss	5858 Cedar St	Anytown	CA	90210	555-2345	Manager	BA	Secular	Married	2	
Angela Wolfe	5959 Birch St	Anytown	CA	90210	555-6789	Designer	BA	Secular	Single	0	
Robert Wright	6060 Spruce St	Anytown	CA	90210	555-0123	Engineer	MS	Secular	Married	1	
Michelle Young	6161 Willow St	Anytown	CA	90210	555-4567	Teacher	BA	Secular	Single	0	
Christopher Ziegler	6262 Ash St	Anytown	CA	90210	555-8901	Student	PhD	Secular	Single	0	
Stephanie Hall	6363 Hickory St	Anytown	CA	90210	555-2345	Translator	MA	Secular	Married	1	
Benjamin King	6464 Walnut St	Anytown	CA	90210	555-6789	Historian	PhD	Secular	Married	2	
Karen Lee	6565 Chestnut St	Anytown	CA	90210	555-0123	Chef	BA	Secular	Single	0	
Timothy Miller	6666 Sycamore St	Anytown	CA	90210	555-4567	Engineer	MS	Secular	Married	1	
Christina Moore	6767 Magnolia St	Anytown	CA	90210	555-8901	Teacher	BA	Secular	Single	0	
Brandon Nelson	6868 Palm St	Anytown	CA	90210	555-2345	Student	PhD	Secular	Single	0	
Heather Ortiz	6969 Cedar St	Anytown	CA	90210	555-6789	Writer	MA	Secular	Married	1	
Kevin Parker	7070 Birch St	Anytown	CA	90210	555-0123	Manager	BA	Secular	Married	2	
Angela Reed	7171 Spruce St	Anytown	CA	90210	555-4567	Designer	BA	Secular	Single	0	
Robert Scott	7272 Willow St	Anytown	CA	90210	555-8901	Engineer	MS	Secular	Married	1	
Michelle Stein	7373 Ash St	Anytown	CA	90210	555-2345	Teacher	BA	Secular	Single	0	
Christopher Torres	7474 Hickory St	Anytown	CA	90210	555-6789	Student	PhD	Secular	Single	0	
Stephanie Turner	7575 Walnut St	Anytown	CA	90210	555-0123	Translator	MA	Secular	Married	1	
Benjamin Vance	7676 Chestnut St	Anytown	CA	90210	555-4567	Historian	PhD	Secular	Married	2	
Karen Ward	7777 Sycamore St	Anytown	CA	90210	555-8901	Chef	BA	Secular	Single	0	
Timothy Weiss	7878 Magnolia St	Anytown	CA	90210	555-2345	Engineer	MS	Secular	Married	1	
Christina Wolfe	7979 Palm St	Anytown	CA	90210	555-6789	Teacher	BA	Secular	Single	0	
Brandon Wright	8080 Cedar St	Anytown	CA	90210	555-0123	Student	PhD	Secular	Single	0	
Heather Young	8181 Birch St	Anytown	CA	90210	555-4567	Writer	MA	Secular	Married	1	
Kevin Ziegler	8282 Spruce St	Anytown	CA	90210	555-8901	Manager	BA	Secular	Married	2	
Angela Hall	8383 Willow St	Anytown	CA	90210	555-2345	Designer	BA	Secular	Single	0	
Robert King	8484 Ash St	Anytown	CA	90210	555-6789	Engineer	MS	Secular	Married	1	
Michelle Lee	8585 Hickory St	Anytown	CA	90210	555-0123	Teacher	BA	Secular	Single	0	
Christopher Miller	8686 Walnut St	Anytown	CA	90210	555-4567	Student	PhD	Secular	Single	0	
Stephanie Moore	8787 Chestnut St	Anytown	CA	90210	555-8901	Translator	MA	Secular	Married	1	
Benjamin Nelson	8888 Sycamore St	Anytown	CA	90210	555-2345	Historian	PhD	Secular	Married	2	
Karen Ortiz	8989 Magnolia St	Anytown	CA	90210	555-6789	Chef	BA	Secular	Single	0	
Timothy Parker	9090 Palm St	Anytown	CA	90210	555-0123	Engineer	MS	Secular	Married	1	
Christina Reed	9191 Cedar St	Anytown	CA	90210	555-4567	Teacher	BA	Secular	Single	0	
Brandon Scott	9292 Birch St	Anytown	CA	90210	555-8901	Student	PhD	Secular	Single	0	
Heather Stein	9393 Spruce St	Anytown	CA	90210	555-2345	Writer	MA	Secular	Married	1	
Kevin Torres	9494 Willow St	Anytown	CA	90210	555-6789	Manager	BA	Secular	Married	2	
Angela Turner	9595 Ash St	Anytown	CA	90210	555-0123	Designer	BA	Secular	Single	0	
Robert Vance	9696 Hickory St	Anytown	CA	90210	555-4567	Engineer	MS	Secular	Married	1	
Michelle Ward	9797 Walnut St	Anytown	CA	90210	555-8901	Teacher	BA	Secular	Single	0	
Christopher Weiss	9898 Chestnut St	Anytown	CA	90210	555-2345	Student	PhD	Secular	Single	0	
Stephanie Wolfe	9999 Sycamore St	Anytown	CA	90210	555-6789	Translator	MA	Secular	Married	1	

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

HAMILTON PLACE

SUMMARY OF REVENUE AND EXPENDITURES

Actual Operating Results For

Budgeted Operating Results For Actual Operating Results For

Description	The Month of September 1988	The Month Period Ended September 30 1988	The Month Period Ended September 30 1988	The Month Period Ended September 30 1988	Percentage of Total 1988 Annual Budget Spent or Achieved	The Nine Month Period Ended September 30 1987
	(1)	(2)	(3)	(4)	(5)	(6)
REVENUE						
RENTALS, LICENCE FEES AND SHOW REVENUE - GREAT HALL	\$335,000	\$19,740	\$246,680	\$10,782	\$184,109	55.0%
RENTALS, LICENCE FEES AND SHOW REVENUE - STUDIO THEATRE	61,000	4,676	41,268	2,050	32,327	53.0%
OTHER RENTALS	77,950	6,499	58,453	5,443	50,391	64.6%
FOOD AND BEVERAGE SALES	156,400	12,515	110,882	7,397	103,347	66.1%
RECOVERIES	964,750	85,472	683,161	53,843	490,150	50.8%
OTHER REVENUE	88,100	6,098	54,556	3,694	40,522	46.0%
	\$1,683,200	\$135,000	\$1,195,000	\$83,209	\$900,846	53.5%
EXPENDITURES						
ADMINISTRATION	\$426,250	\$35,140	\$326,374	\$27,915	\$301,282	70.7%
MAINTENANCE	267,090	22,204	199,585	17,730	211,826	79.3%
MEETING ROOMS	4,800	400	3,600	169	765	15.9%
FRONT OF HOUSE	142,280	11,468	101,888	6,030	73,721	51.8%
OPERATION - SPECIFIC SHOW EXPENSES	782,610	70,802	552,826	38,697	403,976	51.6%
SECURITY	62,600	5,088	45,354	4,803	40,481	64.7%
STAGE - PROPERTY	337,260	28,079	252,549	28,572	237,595	70.4%
SHOW PROMOTIONS	124,880	10,064	89,438	8,248	73,116	58.5%
BEVERAGE AND CATERING SERVICE	112,220	8,980	79,560	6,425	52,113	46.4%
	\$2,259,990	\$192,225	\$1,651,174	\$138,589	\$1,394,875	61.7%
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS:						
	\$576,790	\$57,225	\$456,174	\$55,380	\$494,029	85.7%
						\$403,116

NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

COPPS COLISEUM

SUMMARY OF REVENUE AND EXPENDITURES

Description	Budgeted		Actual		Actual Operating	
	Operating Results For		Operating Results For		Results For	
	The Month of September 1988	The Nine Month Period Ended September 1988	The Month of September 1988	The Nine Month Period Ended September 1988	Percentage of Total 1988 Budget Spent or Achieved	The Nine Month Period Ended September 1987
(1)	(2)	(3)	(4)	(5)	(6)	(7)
REVENUE						
RENTAL, LICENCE FEES AND SHOW REVENUES	\$724,000	\$34,000	\$47,126	\$747,978	103.3%	\$643,539
OTHER RENTALS	205,500	20,250	9,854	49,336	24.0%	23,622
FOOD AND BEVERAGE CONCESSIONS	300,000	17,000	21,533	249,818	83.3%	272,138
RECOVERIES	453,800	29,400	28,335	357,924	78.9%	251,121
OTHER REVENUE	38,100	2,100	8,332	89,767	235.6%	17,224
	\$1,721,400	\$102,750	\$115,180	\$1,494,823	86.8%	\$1,207,644
EXPENDITURES						
ADMINISTRATION	\$351,830	\$29,848	\$27,653	\$251,458	71.5%	\$233,392
MAINTENANCE	570,500	39,590	47,298	443,089	77.7%	356,973
EVENT PLANNING/OPERATIONS	520,440	38,340	24,843	353,577	67.9%	297,082
LABOR PAYROLL	94,300	6,199	14,802	115,882	122.9%	55,896
SECURITY	198,920	15,810	14,468	149,015	74.9%	127,573
SOUVENIRS	0	0	102	1,001	0.0%	0
MARKETING	91,080	7,040	(626)	50,368	55.3%	73,396
	\$1,827,070	\$136,827	\$128,540	\$1,364,390	74.7%	\$1,144,312
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS						
	\$105,670	\$34,077	\$13,360	(\$130,433)	0.0%	(\$63,332)

NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

HECFI - CORPORATE

SUMMARY OF REVENUE AND EXPENDITURES

Description	Budgeted Operating Results For			Actual Operating Results For			Actual Operating Results For
	The Month of September 1988	The Nine Month Period Ended September 30 1988	The Month of September 1988	The Nine Month Period Ended September 30 1988	Percentage of Total 1988 Annual Budget Spent or Achieved	The Nine Month Period Ended September 30 1987	
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
REVENUE							
BOX OFFICE REVENUE	\$423,000	\$28,254	\$284,771	\$31,735	\$329,564	77.9%	\$362,908
OTHER REVENUE	61,000	5,083	45,748	5,000	45,000	73.8%	46,000
	\$484,000	\$33,337	\$330,519	\$36,735	\$374,564	77.4%	\$408,908
EXPENDITURES							
ADMINISTRATION	\$709,540	\$58,338	\$532,026	\$63,539	\$533,723	75.2%	\$485,863
MARKETING	636,290	56,412	467,049	64,156	338,992	53.3%	243,695
BOX OFFICE	436,050	32,861	310,893	30,925	279,236	64.0%	293,574
	\$1,781,880	\$147,611	\$1,309,968	\$158,620	\$1,151,951	64.6%	\$1,023,132
EXCESS OF EXPENDITURES OVER REVENUES FROM OPERATIONS							
	\$1,297,880	\$114,274	\$979,449	\$121,885	\$777,387	59.9%	\$614,224

NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE CENTRAL UTILITIES PLANT

UNAUDITED OPERATING RESULTS FOR THE NINE MONTH

PERIOD ENDED SEPTEMBER 30, 1988

THE UNIVERSITY OF CHICAGO

THE UNIVERSITY OF CHICAGO LIBRARY

1000 S. MICHIGAN AVE. CHICAGO, ILL. 60607



Hamilton
Entertainment
and Convention
Facilities Inc.

FROM Mr. John A. Leuser, C.A. DATE October 19, 1988
Director of Finance and Administration
Name & Title

FOR ACTION ☐ FOR INFORMATION ☒ File No. _____

TO: B O A R D ☐ (OR) Copps Coliseum and HECFI Executive ☒
Committee

SUBJECT

Unaudited Operating Results for the Central Utilities Plant (C.U.P.) for the Nine Month Period Ended September 30, 1988.

COMMENTS

The budgetary surpluses for the month and nine month period ended September 30, 1988 are approximately \$40,250 and \$145,811, respectively.

The surplus for the month arose primarily due to the following reasons:

- 1) energy costs were \$33,153 below budget;
- 2) salary, wage and benefit cost savings of \$3,562; and
- 3) workers compensation costs were \$2,959 below budget.

The year-to-date surplus arose primarily due to:

- 1) salary, wage and benefit cost savings of \$34,617;
- 2) workers compensation cost savings of \$24,322;
- 3) grants received of \$17,875;
- 4) energy costs savings of \$10,088; and
- 5) the timing of actual maintenance and administrative expenditures as compared to budget.

John A. Leuser
John A. Leuser, C.A.
Director of Finance and
Administration

attach.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

CENTRAL UTILITIES PLANT
SUMMARY OF EXPENDITURES

Description	Budgeted		Actual		Actual Operating	
	Operating Results For		Operating Results For		Results For	
	The Month	The Nine Month	The Month	The Nine Month	Percentage of Total	The Nine Month
	of September 1988	Period Ended September 1988	of September 1988	Period Ended September 1988	1988 Annual Budget Spent or Achieved	Period Ended September 1987
(1)	(2)	(3)	(4)	(5)	(6)	(7)
EXPENDITURES						
OPERATIONS	\$871,000	\$653,243	\$64,771	\$582,692	66.9%	\$535,683
RECOVERY FROM USERS	(573,000)	(420,156)	(47,623)	(454,147)	79.3%	(419,779)
MAINTENANCE	397,970	298,472	34,503	284,680	71.5%	269,903
CITY HALL	220,500	176,131	17,829	168,207	76.3%	162,611
HAMILTON CENTRAL LIBRARY	250,640	192,270	18,368	183,119	73.1%	167,799
HAMILTON FARMERS MARKET	34,320	26,399	3,576	28,249	82.3%	23,721
HAMILTON CONVENTION CENTRE	263,310	188,373	17,278	177,485	67.4%	176,328
HAMILTON PLACE	250,050	189,139	10,804	155,892	62.3%	159,321
COPPS COLISEUM	302,250	207,186	20,662	231,095	76.5%	223,917
PEDESTRIAN ARCADE/OVERPASS	48,000	36,102	2,898	28,014	58.4%	29,180
ONTARIO GOVERNMENT BUILDING	204,850	152,408	15,469	155,594	76.0%	145,378
PARKING AUTHORITY - UNDERGROUND	90,000	63,115	5,791	68,164	75.7%	60,844
ART GALLERY	108,600	80,309	9,399	88,136	81.2%	76,628
EXPENDITURES TOTAL	\$2,468,490	\$1,842,991	\$173,725	\$1,697,180	68.8%	\$1,611,534
MUNICIPAL CONTRIBUTION	\$2,468,490	\$1,842,991	\$213,975	\$1,842,991	74.7%	\$1,853,969
BUDGETARY SURPLUS (DEFICIT)	\$0	\$0	\$40,250	\$145,811	-	\$242,435

NOTE: The expenditure detail on the above balances is available upon request.

THE HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

EXECUTIVE COMMITTEE

October 12, 1988
11:00 a.m.
Hamilton Room

REGULAR SESSION

PRESENT: Ald. B. Hinkley, Chairman
Mr. W. McFarland, Vice-Chairman
Mr. S. Cino
Ald. J. Gallagher
Ald. T. Murray
Ald. R. Wheeler

ALSO

PRESENT: Mr. B. Conacher
Mr. J. Leuser
Mr. J. Crane
Mr. T. Burrows
Mr. W. Penfold
Mrs. Joan Mills, Secretary

1. Chairman's Remarks

Alderman Hinkley called the meeting to order, at 11:05 a.m.

2. Minutes of Previous Meeting

It was

MOVED by Ald. Wheeler, seconded by Mr. Cino

THAT THE SEPTEMBER 7, 1988 HECFI EXECUTIVE COMMITTEE
REGULAR MINUTES BE ACCEPTED AS CIRCULATED.

MOTION CARRIED.

3. Business Arising from Minutes

nil

4. Director of Finance and Administration's
Report

Mr. John A. Leuser reviewed his report briefly, and it was

MOVED by Ald. Wheeler, seconded by Mr. Cino

THAT THE REPORT FROM THE DIRECTOR OF FINANCE AND
ADMINISTRATION BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5. Marketing Services Report

It was

MOVED by Mr. McFarland, seconded by Mr. Cino

THAT THE MARKETING SERVICES REPORT AS PREPARED BY THE
MARKETING SERVICES MANAGER BE RECEIVED FOR
INFORMATION.

MOTION CARRIED.

6. Committee Reports -
6.1 Copps Coliseum Committee

It was

MOVED by Ald. Murray, seconded by Mr. Cino

THAT THE COPPS COLISEUM COMMITTEE REPORT OF ITS
MEETING ON SEPTEMBER 28, 1988 BE RECEIVED AS
INFORMATION.

MOTION CARRIED.

6.1.1 Method of Financing - City Hall - Supply
 and Delivery of Replacement MCC Panels

It was

MOVED by Ald. Murray, seconded by Mr. Cino

THAT THE COST TO FINANCE THE SUPPLY AND DELIVERY OF
WESTINGHOUSE 5-STAR MOTOR CONTROL CENTRE PANELS FOR
CITY HALL, IN THE TOTAL AMOUNT OF \$24,702.84, BE
FINANCED FROM WORK-IN-PROGRESS EXPENDITURE ACCOUNT
NUMBER 0408-K82531, REPLACE MOTOR CONTROL CENTRE-
CITY HALL.

NOTE: THE COPPS COLISEUM COMMITTEE, AT ITS MEETING ON SEPTEMBER 28, 1988, RECOMMENDED THAT THE QUOTATION SUBMITTED BY WESCO, HAMILTON, ONTARIO, IN THE TOTAL AMOUNT OF \$24,702.84 BE ACCEPTED, AND THAT THE HECFI EXECUTIVE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

MOTION CARRIED.

6.2 Hamilton Place Committee

It was

MOVED by Mr. Cino, seconded by Ald. Wheeler

THAT THE HAMILTON PLACE COMMITTEE REPORT OF ITS MEETING ON SEPTEMBER 29, 1988 BE RECEIVED AS INFORMATION.

MOTION CARRIED.

6.2.1 Approval to Proceed and Method of Financing
- Hamilton Place Sound System

It was

MOVED by Mr. Cino, seconded by Ald. Wheeler

THAT THE CITY EXECUTIVE COMMITTEE BE REQUESTED TO RECOMMEND TO CITY COUNCIL:

- (A) APPROVAL TO PROCEED WITH THE CAPITAL PROJECT TO REPLACE THE HAMILTON PLACE SOUND SYSTEM;
- (B) THAT THE ESTIMATED COST OF \$200,000 IN THE APPROVED 1988 CAPITAL BUDGET BE INCREASED TO \$202,000; AND
- (C) THAT THIS PROJECT BE FINANCED FROM HECFI'S RESERVE FOR CAPITAL PROJECTS, ACCOUNT NO. 0280-48.

NOTE: THE HAMILTON PLACE COMMITTEE, AT ITS MEETING ON SEPTEMBER 29, 1988, RECOMMENDED THAT THE PROJECT BE GRANTED APPROVAL TO PROCEED WITH PHASE 1 OF THE REPLACEMENT OF THE HAMILTON PLACE SOUND SYSTEM.

THIS PROJECT IS INCLUDED IN THE 1988 PORTION OF THE APPROVED 1988 - 1992 CAPITAL BUDGET PROGRAM AT AN ESTIMATED COST OF \$200,000. SUFFICIENT FUNDS EXIST IN HECFI'S RESERVE FOR CAPITAL PROJECTS ACCOUNT NO. 0280-48 TO FINANCE THIS TOTAL PROJECT.

BEFORE PURCHASE ORDERS CAN BE ISSUED FOR THIS PROJECT, WE WILL REQUIRE THE APPROVAL OF THE CITY EXECUTIVE COMMITTEE AND CITY COUNCIL TO PROCEED WITH THE PROJECT AND THE METHOD OF FINANCING.

MOTION CARRIED.

6.3 Hamilton Convention Centre Committee

It was

MOVED by Ald. Wheeler, seconded by Mr. Cino

THAT THE HAMILTON CONVENTION CENTRE COMMITTEE REPORT OF ITS MEETING ON SEPTEMBER 30, 1988 BE RECEIVED AS INFORMATION.

MOTION CARRIED.

7. Consolidated Unaudited Operating Results
7.1 HECFI Eight Month Period Ended
August 31, 1988

The Committee had reviewed the Director of Finance and Administration's report on the unaudited operating results of HECFI for the eight month period ended August 31, 1988. It was noted that HECFI's budgetary surpluses for the month and eight month period were \$36,406 and \$714,297, respectively.

The detail comprising these figures was as follows:

	Budgetary Surplus (Deficit)	
	For The Month of August 1988	For The Eight Month Period Ended Aug. 31/88
Hamilton Convention Centre	\$ 63,594	\$277,848
Hamilton Place	\$ (16,254)	(39,700)
Copps Coliseum	\$ (26,963)	266,476
Corporate	\$ 16,029	209,673
HECFI Total	<u>\$ 36,406</u>	<u>\$714,297</u>

It was

MOVED by Mr. McFarland, seconded by Ald. Gallagher

THAT THE CONSOLIDATED UNAUDITED OPERATING RESULTS FOR
HECFI FOR THE EIGHT MONTH PERIOD ENDED AUGUST 31, 1988
BE ACCEPTED AS CIRCULATED FOR SUBMISSION TO THE BOARD.

MOTION CARRIED.

7.2 CUP Eight Month Period
 Ended August 31, 1988

The Committee had reviewed the Director of Finance and Administration's report on the unaudited operating results of the Central Utilities Plant for the eight month period ended August 31, 1988. It was noted that the CUP's budgetary surpluses for the month and eight month period were approximately \$6,070 and \$105,561, respectively. It was

MOVED by Mr. Cino, seconded by Mr. McFarland

THAT THE CUP UNAUDITED OPERATING RESULTS FOR THE EIGHT
MONTH PERIOD ENDED AUGUST 31, 1988 BE ACCEPTED AS
CIRCULATED FOR SUBMISSION TO THE BOARD.

MOTION CARRIED.

- 8. New Business
- 8.1 Financial Analysis of Special Events
Subsidy Reserve Account

It was

MOVED by Mr. Cino, seconded by Mr. McFarland

THAT THE FINANCIAL ANALYSIS OF SPECIAL EVENTS SUBSIDY RESERVE ACCOUNT AS OF AUGUST 31, 1988 BE RECEIVED AS INFORMATION.

MOTION CARRIED.

- 8.2 Special Event Subsidy Application
Hamilton Area Challenge Square
Dancers Inc. - November 2 - 4, 1989

Following a brief discussion, it was

MOVED by Ald. Wheeler, seconded by Ald. Gallagher

THAT THE REQUEST FOR THE USE OF THE HAMILTON CONVENTION CENTRE FOR THE HAMILTON AREA CHALLENGE SQUARE DANCERS INC. ON NOVEMBER 2 - 4, 1989 BE APPROVED; AND THAT THE TOTAL AMOUNT OF \$11,925.00 FOR SPACE RENTAL AT THE HAMILTON CONVENTION CENTRE BE EXPENDED FROM THE SPECIAL EVENTS SUBSIDY RESERVE ACCOUNT FOR THIS FUNCTION.

MOTION CARRIED.

- 9. Other Business -
- 9.1 Purchase by HECFI for Events

Mr. Brian K. Conacher, Managing Director/CEO brought the item forward for discussion and direction, in order to co-ordinate the purchase of tickets to events such as the Gallery of Distinction Dinner on October 26, 1988, the B'Nai Brith in January, etc. Mr. Conacher stated that he has received many requests and correspondence to participate in these community dinners.

The need was expressed for further clarification of the procedure regarding notice of community events, invitations, attendance by spouses, an effective method of RSVP, and that tickets be purchased on a timely basis so that tables can be front and centre at dinners/events.

Discussion continued relative to the purchase of tickets by individual facilities and Committees or on behalf of HECFI. Following discussion, it was

MOVED by Ald. Gallagher, seconded by Mr. Cino

THAT HECFI MANAGEMENT/STAFF IDENTIFY UPCOMING MAJOR COMMUNITY DINNERS IN THE HAMILTON AREA; AND

THAT HECFI AND THE THREE MAJOR FACILITIES BE IDENTIFIED ON A TABLE SIGN TO BE DISPLAYED ON THE TABLES AT SUCH COMMUNITY DINNERS IN ORDER TO MAXIMIZE EXPOSURE.

MOTION CARRIED.

Ald. Gallagher left the meeting to attend to City business (11:50 a.m.).

9.2 Date of Team Building Workshop

The date of the next team building workshop was discussed briefly.

9.3 Procedure of Capital Budgets

Mr. John A. Leuser, Director of Finance and Administration, was requested to meet with Mr. E. C. Matthews, City Treasurer, to discuss HECFI's compliance with City Council's directive relative to the capital budget procedure, and also that Mr. Leuser request Mr. Matthews to recommend to the City's Executive Committee any modification of procedure for HECFI.

9.4 Establishment of Municipal Archive

The Committee agreed that Ms. Bennett continue to act as a representative of HECFI in attending meetings at the Hamilton Public Library relative to the establishment of a municipal archive. Cost of participation to be ascertained as well, and a report to be forwarded to the HECFI Executive Committee at a later date.

10. Correspondence Received

The Committee received a letter for information from Dr. C. Bart, announcing his resignation as a member of the HECFI Board of Directors, effective immediately. The Chairman advised that the replacements for Mr. T. Yates and Dr. C. Bart are Mr. Bill Tidball and Mr. G. Kwiatkowski. He advised that they will complete the unexpired terms (both expiring December 31, 1989) and shall be sent an agenda package and an invitation to the next HECFI Board meeting on October 21, 1988.

11. Date of Next Meeting

Wednesday, November 9, 1988 at 11:00 a.m.

12. Motion to Move In-Camera

It was

MOVED by Ald. Wheeler, seconded by Mr. Cino,

THAT THE IN-CAMERA SESSION COMMENCE. (12:20 p.m.)

MOTION CARRIED.

The following motions were carried in the in-camera session:

THAT THE SEPTEMBER 7, 1988 MINUTES BE ACCEPTED AS CIRCULATED;

THAT THE AMOUNT OF \$18,000 BE EXPENDED FROM THE HECFI SPECIAL EVENTS SUBSIDY RESERVE ACCOUNT TO THE 91ST HIGHLANDERS ATHLETIC ASSOCIATION IN STAGING THE 1988 HAMILTON SPECTATOR INDOOR GAMES IN COPPS COLISEUM ON JANUARY 15, 1988.

NOTE: AT THE HECFI BOARD MEETING ON OCTOBER 9, 1987, THE RECOMMENDATION FROM THE COPPS COLISEUM COMMITTEE MEETING OF SEPTEMBER 23, 1987 STATING THAT HECFI UNDERWRITE LOSSES UP TO \$18,000 IF INCURRED FOR THIS EVENT, WAS APPROVED. FOLLOWING THE EVENT THE 91ST HIGHLANDERS ATHLETIC ASSOCIATION, IN ACCORDANCE WITH THE ORIGINAL RECOMMENDATION, PROVIDED AN AUDITED FINANCIAL STATEMENT WHICH WAS THE BASIS FOR THE AMOUNT OF SUBSIDIZATION.

THAT THE COPPS COLISEUM COMMITTEE IN-CAMERA REPORT OF ITS MEETING ON SEPTEMBER 28, 1988 BE RECEIVED AS INFORMATION.

THAT THE HAMILTON PLACE COMMITTEE IN-CAMERA REPORT OF ITS MEETING ON SEPTEMBER 29, 1988 BE RECEIVED AS INFORMATION.

THAT THE HAMILTON CONVENTION CENTRE COMMITTEE IN-CAMERA REPORT OF ITS MEETING ON SEPTEMBER 30, 1988 BE RECEIVED AS INFORMATION.

THAT THE FINANCIAL AND STATISTICAL INFORMATION REPORTS ON EVENTS FOR THE EIGHT MONTH PERIOD ENDED AUGUST 31, 1988 FOR THE HAMILTON PLACE GREAT HALL AND STUDIO THEATRE, COPPS COLISEUM AND THE HAMILTON CONVENTION CENTRE BE RECEIVED AS INFORMATION;

THAT THE IN-CAMERA SESSION BE ADJOURNED AND THE REGULAR SESSION BE CONVENED. (12:50 p.m.)

13. Adjournment

It was

MOVED by Ald. Wheeler, seconded by Mr. Cino

THAT THE MEETING BE ADJOURNED. (12:52 P.M.)

MOTION CARRIED.

TAKEN AS READ AND APPROVED:

ALDERMAN BRIAN HINKLEY, CHAIRMAN

Mrs. Joan M. Mills, Secretary

6.2 Copps Coliseum Committee Tenth Report

14. United States National Bank

of New York

NEW YORK

1900

TO THE BOARD OF DIRECTORS

OF THE UNITED STATES NATIONAL BANK

NEW YORK

FOR THE YEAR ENDING

DECEMBER 31, 1900

AND FOR THE YEAR ENDING



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

November 1, 1988

**REPORT TO THE HECFI BOARD OF DIRECTORS
FROM THE COPPS COLISEUM COMMITTEE MEETING
OF OCTOBER 26, 1988**

The Copps Coliseum Committee presents its TENTH Report and respectfully recommends the following:

1. City Hall - Installation of Self-Contained, Water Cooled Air Conditioning Unit for Systems Department - Emergency Purchasing Procedure

That a purchase order be issued to Air Audit Inc., Cambridge, in the total amount of \$13,475.00 to supply and install a self-contained air conditioning unit for the Systems Department at City Hall in accordance with Specifications issued by the Manager of Purchasing 1988 September 9 and vendor's Form of Quotation dated 1988 September 23, be approved, and that as this work is of a critical nature necessary to ensure air conditioning requirements for the Systems Department at City Hall, the above has been processed through the H.E.C.F.I. Purchasing Policies and Procedures.

NOTE: (i) Lowest of five (5) quotations received. Funds provided in W.I.P. Account No. 0408-A25009 City Hall, Energy Conservation Projects to finance this expenditure.

NOTE: (ii) Documentation is attached.

The following are for information only:

1. Status Report on Confirmed Events/Performances at Copps Coliseum - November 1988 - February 1989

That the Status Report on Confirmed Events/Performances at Copps Coliseum - November 1988 - February 1989, be received for information.

NOTE: (i) Documentation is attached.

2. Marketing Services Report - October 1988

That the Marketing Services Report - October 1988, be received for information.

NOTE: (i) Documentation is attached.

3. Copps Coliseum - 1989-1993 Budget Programme

That the Copps Coliseum - 1989-1993 Budget Programme be referred back to staff and that the discussion at today's Committee Meeting be taken under advisement.

NOTE: (i) Documentation is attached.

4. Central Utilities Plant - 1989-1993 Budget Programme

That the Central Utilities Plant - 1989-1993 Budget Programme be referred back to staff and that the discussion at today's Committee Meeting be taken under advisement.

NOTE: (i) Documentation is attached.

5. Consolidated Unaudited Operating Results For HECFI For The Nine Month Period Ended September 30, 1988

That the Consolidated Unaudited Operating Results for HECFI for the Nine Month Period Ended September 30, 1988, be received for information.

6. Unaudited Operating Results For The Central Utilities Plant For The Nine Month Period Ended September 30, 1988

That the Unaudited Operating Results for The Central Utilities Plant for the Nine Month Period Ended September 30, 1988, be received for information.

7. Comment Cards

That the Comment Cards as submitted by the Director of Copps Coliseum, dated 1988 October 21 be received for information.

NOTE: (i) Documentation is attached.

8. Report By The Director Of Copps Coliseum

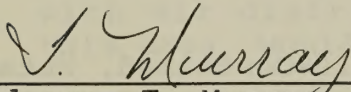
That the Report by The Director Of Copps Coliseum, dated 1988 October 20, be received for information.

NOTE: (i) Documentation is attached.

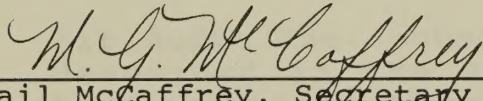
9. W.H.M.I.S. - (Workplace Hazardous Materials Information System)

Mr. Casey advised the Committee that at the end of October Federal legislation will be in effect covering workers employed in facilities where hazardous materials must be identified and labelled. The Director of Copps Coliseum advised that the Human Resources Centre for The Corporation of the City of Hamilton is alerting all departments of this programme.

Respectfully submitted,



Alderman T. Murray, Chairman



Gail McCaffrey, Secretary



**Copps
Coliseum**
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

M E M O R A N D U M

FOR ACTION: XXX

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary

COPIES TO: Mr. B. Conacher
Mr. J. Leuser
Mr. T. Bradley, Manager of Purchasing

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1988 October 14

SUBJECT: CITY HALL - Installation of Self-Contained, Water
Cooled Air Conditioning Unit for Systems Department -
Emergency Purchasing Procedure

RECOMMENDATION:

- 1) That a purchase order be issued to Air Audit Inc., Cambridge, in the total amount of \$13,475.00 to supply and install a self-contained air conditioning unit for the Systems Department at City Hall in accordance with Specifications issued by the Manager of Purchasing 1988 September 9 and vendor's Form of Quotation dated 1988 September 23.

...2/

- 2) As this work is of a critical nature necessary to ensure air conditioning requirements for the Systems Department at City Hall, the above has been processed through the H.E.C.F.I. Purchasing Policies and Procedures.

NOTE: Lowest of five (5) quotations received. Funds provided in W.I.P. Account No. 0408-A25009 City Hall, Energy Conservation Projects to finance this expenditure.

BACKGROUND

During the summer of 1988, the ineffectiveness and inefficiency of the existing air conditioning system for the Systems Department at City Hall was realized. As a result of expansions to this area in terms of equipment and staff numbers over the years, the air conditioning system did not have the necessary capacity to fulfill cooling requirements.

Accordingly, my staff developed specifications for a retrofit project whereby a new stand alone air conditioning unit, complete with air distribution duct work and dedicated specifically to this area, would be installed.

Quotations for this work were called through the Purchasing Department. Attached please find Quotation Analysis dated 1988 September 26.

Air Audit Inc. submitted the lowest quotation for the work described in the Specifications. They are a reputable heating/air conditioning contractor and recently completed a comprehensive air balancing of mechanical systems at the Hamilton Convention Centre.

I am recommending that the quotation as submitted by Air Audit Inc. in the total amount of \$13,475.00 be accepted.

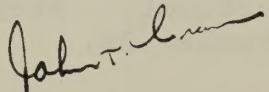
There was not sufficient time available to analyze the quotations received and make a recommendation to the September meeting of the Copps Coliseum Committee. Subsequently, and due to the critical nature of this work, a purchase order was processed through the emergency purchasing procedure.

This work is considered to be of an emergency nature for the following reasons;

- a) The shut down of the building chillers was scheduled for the week of October 10. Without the main chillers in operation, cooling requirements would have to be satisfied by the existing undersized cooling unit. Hence it was critical to have the new replacement system in operation as soon as possible.
- b) Loss of cooling to the Systems Department would have adverse effects on computer hardware.

It should also be noted that with the installation of the new stand alone unit, supplementary cooling from the main air conditioning chillers will not be required during the Spring and Fall seasons. This will reduce the operating requirements of the main system during these periods which will directly translate into reduced energy consumption and costs.

There are sufficient funds available within Account. No. 0408-A25009 City Hall, Energy Conservation Projects to finance this expenditure.


John T. Crane
Director
Copps Coliseum

JTC:dn
Attchmts.

SEPT 26/88

REPLACEMENT OF SELF CONTAINED A/C UNIT

QUOTATION ANALYSIS.

	PRICE	EXTRA	ALTERNATE
	BID	NOT ACCEPTABLE	(not selected)
FOX	14660.00	+ Inc. = 14660	13660.00 BNL
BLENKHORN	12238.00	+ 5306.00 = 17544	11738.00
BEAVER	11075.00	+ 1950 + 450.00 = 13475	
AIR AUDIT	11314.50	+ 1855 + 700 = 13869.50	11025.00
BOGARD	12173	+ 3819 = 15992.00	11418
BLACK & MADONNA			

NOTE: "EXTRA" quoted for sheetmetal ductwork. BNL

THE CORPORATION OF THE CITY OF HAMILTON

FORM OF QUOTATIONREPLACEMENT OF SELF-CONTAINED WATER COOLED A/C UNIT

Mr. T. Bradley
Manager of Purchasing
City Hall, Hamilton

Dear Sir:

We, the undersigned, hereby agree to replace the A/C unit in accordance with specifications issued by the Manager of Purchasing, September 9, 1988 at the following price:

TOTAL NET PRICE INCLUDING
ALL APPLICABLE TAXES

\$ 11,075.00

(ELEVEN THOUSAND AND SEVENTY FIVE DOLLARS)

Job to commence 14 days from receipt of order

Job to be completed in 3 days

Tender is for Trane Vertical Water Cooled Unit Model #SWUB-B755

OPTION -(A) Supply and install 30 feet of supply air duct and three supply air openings to provide sweeping motion of conditioned air. PRICE - \$1,950.00 (ONE THOUSAND NINE HUNDRED AND FIFTY DOLLARS)

OPTION -(B) Relocate existing Trane Computer Room A/C Unit to C.U.P.
PRICE - \$450.00 (FOUR HUNDRED AND FIFTY DOLLARS)

AIR AUDIT INC.,

Name of Company

183 Samuelson Street, P.O. Box 2351, Cambridge, Ontario N3C 2P8
Street Address of Company, including postal code

Authorized Signature

DAVE LIPSIT

Please print name

(513) 653-0683

Telephone Number

September 23, 1988

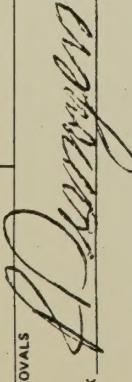
Date of Quotation

1988



CORPORATION OF THE CITY OF HAMILTON
CITY HALL - HAMILTON, ONTARIO L8N 3T4

- PURCHASE ORDER NO. -

DATE Sept 30/88		DEPT. H.E.C.F.I./C.U.P.		33494		DATE ORDERED	
DELIVERY DATE REQUIRED		TERMS		ORDERED BY			
APPROVALS 		DEPT. HEAD OR FOREMAN		PURCHASING DEPARTMENT		DEPARTMENT OF FINANCE	
GOODS REC'D BY X		SIGNATURE OF RECIPIENT					

PURCHASE REQUISITION
☒ PURCHASING COPY

STORES REQUISITION
☐ ALL COPIES TO STORES

SHIP TO **HAMILTON City Hall** : **Attn: R. Deonoyers**

QUAN.	PART NO.	DESCRIPTION	PRICE	UNIT	DISC. %	TOTAL	FEDERAL %	PROV. %	ACCOUNT
		EMERGENCY							
		SUPPLY LABOUR & MATERIAL				\$13,475.			0408 - A25009
		AS PER QUOTATION REF. NO C11-24-88							
		TO INSTALL SELF CONTAINED							
		A/C UNIT C/W WITH							
		DUCTWORK FOR BASEMENT							
		COMPUTER ROOM.							
		as per specifications issued							
		by Mgr. of Purchasing 1988 Sept. 9.							
		and vendor's Form of Quotation							
		dated 88 Sept. 23							
		EMERGENCY ORDER							
		lowest of five (5) acceptable quotations							

REQUISITION NO. **33494** NAME AND ADDRESS OF VENDOR **AIR HOOT INC**
100 CAMPBELL ST. TORONTO
TOTAL ORDER COST **\$13,475.**



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

REPORT TO COPPS COLISEUM COMMITTEE

REPORT TO : Copps Coliseum Committee
Attn: Leslee Stewart

FROM : J. T. Crane, Director, Copps Coliseum

COPIES TO : B. Conacher, Managing Director/CEO, HECFI

DATE : October 17, 1988

RE : **Status Report on Confirmed Events/Performances
at Copps Coliseum, November, 1988 - February, 1989**

November, 1988

15 Confirmed Events/Performances:

1. 1988 International Auto Show
: November 3rd, 4th, 5th and 6th
2. Ringling Bros. and Barnum & Bailey Circus
: November 9th, 10th, 11th, 12th and 13th
3. Dwight Yoakam Concert
: November 15th

December, 1988

2 Confirmed Events/Performances

1. The Nutcracker On Ice
: December 11th
2. Robert Plant Concert
: December 12th

January, 1989

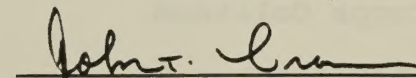
0 Confirmed Events/Performances

February, 1989

14 Confirmed Events/Performances

1. Hamilton Sportsmen's Show
: February 9th, 10th, 11th and 12th
2. Hamilton Travelcamping Show
: February 23rd, 24th, 25th and 26th

/jd



J. T. Crane
Director
Copps Coliseum



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

M E M O R A N D U M

FOR INFORMATION: XXX

TO: Copps Coliseum Committee, Attn. Ms. G. McCaffrey, Secretary

COPIES TO: Mr. B. Conacher

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1988 October 21

SUBJECT: Comment Cards

RECOMMENDATION:

For information purposes only.

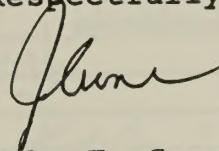
MEMORANDUM from
COPPS COLISEUM

Page 2

BACKGROUND:

Attached for the committee's information are the Comment Cards received to date.

Respectfully submitted,



John T. Crane
Director
Copps Coliseum

attchms.

COMMENT CARD

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

THANK YOU FOR ATTENDING EVENTS AT COPPS COLISEUM.

YOUR COMMENTS ARE VERY MUCH APPRECIATED. IN ORDER THAT WE MAY CONTINUE TO STRIVE FOR EXCELLENCE IN OUR OPERATION, PLEASE TAKE THE TIME TO FILL OUT OUR COMMENT CARD.

NAME OF EVENT: Rodeo

DID YOU ENJOY THE EVENT? 50-50

WERE YOU SATISFIED WITH:

	YES	NO	COMMENTS
STAFF	☒	☐	
FACILITY	☒	☐	
CONCESSIONS	☒	☐	
OTHER	☐	☐	

SUGGESTIONS: serve better Beer.
- Canadian

NAME: Suzanna Dillincanti

ADDRESS: 401 Dundonald St.

PHONE NUMBER: 545-9266.

THANK YOU

COMMENT CARD

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

THANK YOU FOR ATTENDING EVENTS AT COPPS COLISEUM.

YOUR COMMENTS ARE VERY MUCH APPRECIATED. IN ORDER THAT WE MAY CONTINUE TO STRIVE FOR EXCELLENCE IN OUR OPERATION, PLEASE TAKE THE TIME TO FILL OUT OUR COMMENT CARD.

NAME OF EVENT: Rodeo.

DID YOU ENJOY THE EVENT? YES.

WERE YOU SATISFIED WITH: 383-0101.

	YES	NO	COMMENTS
STAFF	☒	☐	<u>J. M. Gale</u>
FACILITY	☒	☐	
CONCESSIONS	☒	☐	<u>293 Upper Westworth</u>
OTHER	☐	☒	<u>#502, Hamilton</u>

SUGGESTIONS: Accessibility for wheelchair
patrons is inadequate. Only one small
elevator. Also the doors at the
Jackson Sq. level are locked when it's
advertised that they are open.
on the seating plan.

NAME: Jackson Sq. level

ADDRESS: advertised that they are open.

PHONE NUMBER: on the seating plan.

THANK YOU

COMMENT CARD

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

THANK YOU FOR ATTENDING EVENTS AT COPPS COLISEUM.

YOUR COMMENTS ARE VERY MUCH APPRECIATED. IN ORDER THAT WE MAY CONTINUE TO STRIVE FOR EXCELLENCE IN OUR OPERATION, PLEASE TAKE THE TIME TO FILL OUT OUR COMMENT CARD.

NAME OF EVENT: ERIC CLAPTON

DID YOU ENJOY THE EVENT? yes

WERE YOU SATISFIED WITH:

	YES	NO	COMMENTS
STAFF	☐	☐	
FACILITY	☐	☐	
CONCESSIONS	☐	☐	
OTHER	☐	☐	
SUGGESTIONS:	<u>Please send a list of up shows.</u>		

Bring The Dead next!

NAME: MARK MISSETT

ADDRESS: 1041 Elmwood Ave. Buffalo NY

PHONE NUMBER: 14202

THANK YOU

COMMENT CARD

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

THANK YOU FOR ATTENDING EVENTS AT COPPS COLISEUM.

YOUR COMMENTS ARE VERY MUCH APPRECIATED. IN ORDER THAT WE MAY CONTINUE TO STRIVE FOR EXCELLENCE IN OUR OPERATION, PLEASE TAKE THE TIME TO FILL OUT OUR COMMENT CARD.

NAME OF EVENT: ERIC CLAPTON

DID YOU ENJOY THE EVENT? yes

WERE YOU SATISFIED WITH:

	YES	NO	COMMENTS
STAFF	☐	☐	
FACILITY	☒	☐	<u>Very wonderful</u>
CONCESSIONS	☒	☐	<u>Great light beer</u>
OTHER	☒	☐	
SUGGESTIONS:	<u>Please put me in your mailing list</u>		

Bring The Grateful Dead next a sign of upcoming shows

NAME: MARY TRESS

ADDRESS: BOX 25, N. BOSTON, NY 14111

PHONE NUMBER: —

THANK YOU

USA



**Copps
Coliseum**
Victor K. Copps
Trade Centre/Arena

COMMENT CARD

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

THANK YOU FOR ATTENDING EVENTS AT COPPS COLISEUM.

YOUR COMMENTS ARE VERY MUCH APPRECIATED. IN ORDER THAT WE MAY CONTINUE TO STRIVE FOR EXCELLENCE IN OUR OPERATION, PLEASE TAKE THE TIME TO FILL OUT OUR COMMENT CARD.

NAME OF EVENT: NHL BOSTON URS ISLANDERS

DID YOU ENJOY THE EVENT? YES

WERE YOU SATISFIED WITH:

	YES	NO	COMMENTS
STAFF	☒	☐	
FACILITY	☒	☐	
CONCESSIONS	☒	☐	
OTHER	☐	☐	

SUGGESTIONS: MUSIC SHOULD BE MORE ~~LIVELY~~
LIVELY. MORE PROMOTION FOR ALL EVENTS.
50% of the time I hear by word of
mouth.

NAME: PHIL MARCHILDON

ADDRESS: 222 PARK ROW S, APT 1

PHONE NUMBER: 544 4044

THANK YOU



**Copps
Coliseum**

Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel. 416/527-7900

October 20, 1988

REPORT BY THE DIRECTOR OF COPPS COLISEUM

Events

On Saturday, October 1, 1988 at 8:00 p.m. Def Leppard played In The Round at Copps Coliseum to an absolute sell-out. Def Leppard is a British heavy metal band and is at the peak of music charts around the world. The group has become the first ever to top the six million dollar mark in sales with two different albums, namely, Pyromania (1983) and Hysteria. Hysteria has spent the past two months at number one on the charts and has become the first metal album to harvest four top ten singles. The show produced the highest gross sales to date in licence fees, event charges, and novelties and souvenirs for a single event at the Coliseum.

On Saturday, October 8, 1988 at 8:00 p.m. Eric Clapton with "Buckwheat Zydeco" played to an audience of approximately 10,000. Clapton was very popular in the sixties with his blues music which made him one of the most influential and innovative musicians of our time. He excited his loyal fans with songs from his latest album "Behind the Sun", including "She's Waiting", "See What Love Can Do", and "Same Old Blues".

The Robert Plant concert which was scheduled to take place on Thursday, October 13, 1988 at 8:00 p.m. was postponed to December 12, 1988. The reason for the postponement was due to the drummer falling from the stage and apparently breaking his arm. Look forward to a good show on December 12th.

Good news has come to Hamilton in that the Toronto Marlboro Major Junior "A" Hockey Club has been purchased by local businessmen Jack Pellech and Mario Cupido. The purchase is subject to the approval by the Major Junior "A" Board of Governors of the purchase and transfer of the team to Hamilton. The purchase is also subject to the new owners reaching an agreement for the licenced use of Copps Coliseum. The Director is really looking forward to having, once again, a hockey presence in the Coliseum.

The Director has arranged for the following upcoming events at Copps Coliseum.

October 22nd at 8:00 p.m. - Reba McEntire
October 23rd at 7:00 p.m. - N.B.A. Exhibition Basketball, Detroit
Pistons vs Atlanta Hawks
October 26th to 30th - The Golden Horseshoe Billy Graham
Crusade

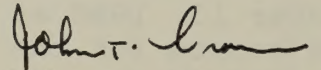
Business

The Director and his staff have been very busy preparing the Copps Coliseum and The Central Utilities Plant Capital and Operating Budgets for 1989.

Technical

The new gas fired boilers have now been installed at Hamilton Place. These boilers will replace the electric boilers at The Central Utilities Plant and provide the heating requirements for the following facilities at greatly reduced energy costs. Hamilton Place, Convention Centre, Ontario Government Building, Art Gallery, Parking Authority, and The Central Utilities Plant.

Respectfully submitted,



John T. Crane
Director
Copps Coliseum

6.2.1 Copps Coliseum Committee Minutes of
September 28, 1988

COPPS COLISEUM COMMITTEE

Wednesday, September 28, 1988

11:30 A.M.

Hamilton Room, Copps Coliseum

PRESENT: Alderman T. Murray, Chairman
Mr. D. Beattie, Vice-Chairman
Alderman B. Hinkley, Chairman, HECFI
Board
Alderman J. Gallagher
Mr. N. Levitt
Mr. W. McFarland

ALSO

PRESENT: Mr. B. Conacher
Mr. J. Crane
Mr. J. Leuser
Ms. L. Stewart, Secretary

REGRETS: Mr. T. Casey

The Chairman called the meeting to order at 11:35 a.m.

The following motion was carried during the In Camera Session:

THAT THE COPPS COLISEUM COMMITTEE IN CAMERA MINUTES OF AUGUST 24, 1988, BE APPROVED.

1. Copps Coliseum Committee Minutes of August 24, 1988

1.2 Motion for Approval

MOVED by Mr. McFarland, seconded by Alderman Gallagher that

THE COPPS COLISEUM COMMITTEE MINUTES OF AUGUST 24, 1988, BE APPROVED.

MOTION CARRIED.

2. Business Arising From The Minutes

2.1 Volume Concession Services Inc. - Price Review

Alderman Gallagher advised the committee that he does not believe that the beer prices are comparable to Ivor Wynne Stadium. The HECFI Managing Director/CEO advised that at Ivor Wynne Stadium the price for a 12 oz. beer is \$2.70, and Volume Concession Services has calculated their per ounce price based on that amount.

Alderman Hinkley enters the meeting at 11:40 a.m.

Mr. McFarland stated that he thought the committee at their last meeting asked for a report from staff on this matter. The Director of Copps Coliseum advised that after the last committee meeting he met with Mr. Smith of VSI and together they drafted the report before the committee today. He asked the permission of the committee to have Mr. Smith attend today's meeting to field any questions.

Alderman Gallagher advised that when he buys a beer at Copps Coliseum he cannot tell the difference between a 12 oz. and a 14 oz. glass and to the public this will appear as if they are being taken advantage of due to the fact that they are paying more for their beer at Copps Coliseum. He added that Copps Coliseum needs to give the impression of fairness with prices and people should get the same deal at Ivor Wynne Stadium as they get here.

Mr. Beattie apologized for not being able to attend the last meeting to discuss this matter. He suggested that if we want two sizes, would it be possible to have a 12 oz. and a 22 oz.

Mr. Levitt stated that he believes there should be a standard size. He added that the price of beer is too high.

The Director of Copps Coliseum advised that at Exhibition Stadium a patron must purchase a minimum of two beers. He added that the type of shows at Copps Coliseum does not lend itself to a drinking problem. He further added that we want to be fair to the consumer but Copps Coliseum and VSI would like to generate as much revenue as possible.

Alderman Hinkley asked why we don't use the same size glass as they use at Ivor Wynne Stadium? The Director of Copps Coliseum answered that perhaps this should be a matter for review and that the consumer has more choice at Copps Coliseum than they do at Ivor Wynne. Alderman Hinkley asked if it is for the committee to determine the prices or the sizes? The Director of Copps Coliseum advised that he believes the committee should accept the recommendation of VSI. He added that since the opening of Copps Coliseum there has always been two sizes.

Alderman Hinkley advised the committee that the pattern established at Ivor Wynne Stadium is the pattern that should be established at Copps Coliseum. The HECFI Managing Director/CEO asked who approves the prices at Ivor Wynne? Alderman Gallagher advised that ultimately it is the Culture and Recreation Committee.

Mr. Bruce Smith enters the meeting at 12:15 p.m.

Mr. Smith advised the committee that the menus for VSI state the number of ounces per beer. He also agreed with the committee that the price of beer is high if compared to what is charged in neighbourhood bars. He further stated that the two sizes are necessary since the figures show that the consumer demand is 50% for both sizes. He mentioned that the consumer expects a reduction in price if he purchases a larger size product and this does not only apply to beer. Mr. Smith also advised the committee that during intermissions most people have one beer and that is due to there being no drinking in the arena seats. He added that VSI would like to increase their profits and that the loss of the Steelhawks will affect VSI business. He mentioned that the job of VSI is to provide a service to the people and while doing that they are also trying to be fair with regard to prices. He stated that as an example, 73% of the patrons at the NHL exhibition game bought the larger size beer. At rock concerts beer is not usually available so as to eliminate any possibility of drinking related problems. He added finally that people are paying \$3.15 for a beer at present and if the price is lowered, he believes there will be a substantial loss of revenue.

Mr. Bruce Smith leaves the meeting at 12:50 p.m.

MOVED by Mr. McFarland, seconded by Alderman Hinkley that

THE PROPOSED ALCOHOLIC BEVERAGE PRICES, AS DETAILED IN A REPORT ENTITLED "VOLUME CONCESSION SERVICES INC. - PRICE REVIEW", DATED 1988 AUGUST 17, AS SUBMITTED BY MESSRS. JOHN T. CRANE AND BRUCE SMITH, BE APPROVED AS AMENDED, AND THAT THIS MATTER BE SUBJECT TO REVIEW BY EITHER VOLUME CONCESSION SERVICES INC. OR THE COPPS COLISEUM COMMITTEE IN SIX MONTHS TIME.

MOTION CARRIED.

Alderman Gallagher was opposed.

Alderman Hinkley leaves the meeting at 1:00 p.m.

3. Marketing

3.1 Status Report on Confirmed Events/Performances at Copps Coliseum

MOVED by Mr. McFarland, seconded by Mr. Beattie that

THE STATUS REPORT ON CONFIRMED EVENTS/PERFORMANCES AT COPPS COLISEUM - OCTOBER 1988 - JANUARY 1989, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

3.2 Marketing Services Report - September 1988

MOVED by Mr. Beattie, seconded by Mr. McFarland that

THE MARKETING SERVICES REPORT - SEPTEMBER 1988, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

3.3 Comment Cards

That the Comment Cards as submitted by the Director of Copps Coliseum, dated 1988 September 22, be received for information.

MOTION CARRIED.

4. Capital Construction Items

4.1 City Hall - Supply and Delivery of Replacement
MCC Panels - Acceptance of Quotation

MOVED by Mr. Levitt, seconded by Mr. McFarland that

THE QUOTATION SUBMITTED BY WESCO, HAMILTON, ONTARIO, IN THE TOTAL AMOUNT OF \$24,702.84 FOR THE SUPPLY AND DELIVERY OF WESTINGHOUSE 5-STAR MOTOR CONTROL CENTRE PANELS BE ACCEPTED, AND THAT THE HECFI EXECUTIVE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

MOTION CARRIED.

5. New Business

5.1 Consolidated Unaudited Operating Results for
HECFI for The Eight Month Period Ended August 31,
1988

MOVED by Mr. Beattie, seconded by Mr. Levitt that

THE CONSOLIDATED UNAUDITED OPERATING RESULTS FOR HECFI FOR THE EIGHT MONTH PERIOD ENDED AUGUST 31, 1988, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5.2 Unaudited Operating Results for The Central
Utilities Plant For The Eight Month Period Ended
August 31, 1988

MOVED by Mr. McFarland, seconded by Alderman Gallagher that

THE UNAUDITED OPERATING RESULTS FOR THE CENTRAL UTILITIES PLANT FOR THE EIGHT MONTH PERIOD ENDED AUGUST 31, 1988.

MOTION CARRIED.

5.3 Event line-ups - garbage containers

The Chairman mentioned that he has had a number of calls from people complaining about the lack of garbage containers for those patrons waiting in line to purchase tickets at Copps Coliseum. The Director advised that those waiting in line for tickets, especially overnight, light fires in the garbage containers to keep warm, etc. and because of the

apparent misuse of the garbage containers they are no longer set outside during ticket line-ups. The Director further advised that he will have a part-time employee on duty to clean the debris discarded by those waiting in line to purchase tickets.

5.4 1991 World Junior Hockey Tournament

MOVED by Alderman Gallagher, seconded by Mr. McFarland that

THE MOTION CARRIED BY THE HECFI BOARD OF DIRECTORS AT THEIR MEETING HELD 1988 SEPTEMBER 16 READING "THAT THE COPPS COLISEUM COMMITTEE PREPARE A BID ON BEHALF OF HECFI FOR THE 1991 WORLD JUNIOR HOCKEY TOURNAMENT; A PROGRESS REPORT TO BE PRESENTED TO THE FULL BOARD OF DIRECTORS", WAS RECEIVED FOR INFORMATION.

MOTION CARRIED.

6. Report by the Director of Copps Coliseum

MOVED by Alderman Gallagher, seconded by Mr. McFarland that

THE REPORT BY THE DIRECTOR OF COPPS COLISEUM, DATED 1988 SEPTEMBER 23, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

7. Other Business

7.1 Quiet Room - Copps Coliseum

The Director advised that he would like to implement on a permanent basis at Copps Coliseum, during rock shows, a Quiet Room to be utilized by parents accompanying their children to such shows. He mentioned that this room has been implemented at Exhibition Stadium in Toronto due to the drug-related death of a young boy while attending a rock show there. He further advised that he intends to make this room available to parents during the Def Leppard concert Saturday evening and will provide for their pleasure coffee, newspapers, and a television. The committee fully approved and endorsed this recommendation.

8. Unfinished Business

The committee duly noted the Unfinished Business.

9. Date of Next Meeting

Wednesday, November 23, 1988
11:30 A.M.
Hamilton Room, Copps Coliseum

10. Adjournment

MOVED by Mr. Levitt, seconded by Alderman Gallagher
that

THE COPPS COLISEUM COMMITTEE MEETING BE ADJOURNED AT
1:15 P.M.

MOTION CARRIED.

TAKEN AS READ AND APPROVED,

Alderman T. Murray, Chairman

Leslee Stewart, Secretary

REPORT OF THE
COMMISSIONER OF THE LAND OFFICE
IN RESPONSE TO A RESOLUTION PASSED BY THE SENATE
MAY 1, 1913

ALBANY:
J.B. LIPPINCOTT COMPANY
1914

ALBANY:
J.B. LIPPINCOTT COMPANY
1914

ALBANY:
J.B. LIPPINCOTT COMPANY
1914

6.3 Hamilton Convention Centre Committee Ninth Report

Please Note:

Item #1, Capital Expenditures Submissions for 1989-1993, was referred back to the Hamilton Convention Centre Committee as a result of the new Capital Budget Guidelines approved by City Council October 11, 1988.

2. Theoretical Framework

The theoretical framework of this study is based on the concept of the "cultural lag" as proposed by Ogburn (1966). According to Ogburn, the material culture (technology) advances more rapidly than the non-material culture (values, norms, and beliefs). This mismatch between the two cultures can lead to social problems. In the context of this study, the material culture refers to the use of digital technology in education, while the non-material culture refers to the traditional educational values and norms. The study aims to explore how the cultural lag affects the implementation of digital technology in education.



REPORT TO THE BOARD OF DIRECTORS, HECFI
FROM THE HAMILTON CONVENTION CENTRE COMMITTEE MEETING
OF OCTOBER 28, 1988

Ninth

The Hamilton Convention Centre Committee presents its ~~TENTH~~ **REPORT** for 1988 and respectfully recommends:-

1. Capital Expenditures Submissions for 1989-1993

That the Capital Expenditures Submissions enumerated in **APPENDIX "A"** attached hereto, be approved for submission to the City of Hamilton Executive Committee as follows: for 1989 a total expenditure of \$301,000; for 1990-1993 a total expenditure of \$575,000.

An amendment was made to the submission included in **Priority Item No.1 for 1989** under Equipment and Renovations as follows:

The construction of a VIP Boardroom in Room 206 was approved with the proviso that this project be revised so that a larger room would be used, and with a commensurate increase in the cost.

2. Track Lighting in Wentworth Exhibition Hall

That approval be given for acceptance of the quotation of the firm of Wesco, for the supply of 66 Lightolier 552121 Black Light Fixtures and 22 - 12 foot Black Single Circuit Tracks, Lightolier # 6024, for the sum of \$5,439.85, and the quotation of Cipolla Services Ltd. for the installation of the above, at the cost of \$9,000 **AND** that the HECFI Executive Committee be requested to recommend the method of financing the above in the total amount of \$14,439.85. See **APPENDIX "B"** attached for the Director's recommendation and supporting material.

3. Purchase of Dinnerware and China

That approval be given for the sum of \$26,442.07 to be expended during 1988 for the purpose of replenishing the dinnerware and china at the Hamilton Convention Centre **AND** that the HECFI Executive Committee be requested to recommend the method of financing this sum. See **APPENDIX "C"** attached for the Director's recommendation and supporting material.

4. Construction of Coat Check and Office Area

That approval be given for the construction of a Coat Check and Office Area on the third floor of the Hamilton Convention Centre, **which would involve alterations to the facility**, **AND** that the HECFI Executive Committee be requested to recommend the method of financing the cost of this construction, which would be carried out by the Property Maintenance Department of the City of Hamilton for a total amount not to exceed \$8,170. See **APPENDIX "D"** attached for the Director's recommendation and supporting material.

5. Information Items

5.1 Addition to Hamilton Convention Centre

A letter from the Manager of the Architectural Division of the Real Estate Department of the City of Hamilton was discussed and the Director was instructed to enquire of the original architect of the building - Mr. Trevor Garwood-Jones - the feasibility of an additional floor being added to the building, or enclosing Commonwealth Square (with glass), in order to provide extra space for the Facility.

5.2 Transportation Subsidy

The Committee approved an increase of \$1,000 in the Transportation Subsidy Budget relating to transport for employees leaving late and arriving early at the facility. This amount has already been dealt with by the Finance/Administration Division on behalf of the Convention Centre.

The following items were approved and received for information:

5.3 Director's Report for September 1988 - see APPENDIX "E" attached.

5.4 Client Evaluations

5.5 Unaudited Operating Results for the nine-month period to September 30, 1988 - to be included in the relevant report from the Audit/Finance Division.

5.6 Marketing Services Report for October 1988

Respectfully submitted,

Alderman Reg Wheeler, Chairman
Hamilton Convention Centre Committee

B. Goddard
Secretary



HAMILTON
CONVENTION
CENTRE

APPENDIX "B"

FROM: William J. Penfold, Director
Hamilton Convention Centre

DATE: October 19, 1988

FOR ACTION X

FOR INFORMATION _____

TO: B O A R D OR HECFI EXECUTIVE and
HAMILTON CONVENTION CENTRE COMMITTEE(S) X

SUBJECT: Track Lighting, Wentworth Exhibition Hall

RECOMMENDATION: THAT THE QUOTATION OF THE FIRM OF WESCO, FOR THE SUPPLY OF 66 LIGHTOLIER 55212 BLACK LIGHT FIXTURES AND 22 - 12 FOOT BLACK SINGLE CIRCUIT TRACKS, LIGHTOLIER # 6024, FOR THE SUM OF \$5,439.85, BE ACCEPTED, AND THAT THE QUOTATION OF CIPOLLA SERVICES LTD. FOR THE INSTALLATION OF THE ABOVE, AT THE COST OF \$9,000 ALSO BE ACCEPTED. THE TOTAL SUM RECOMMENDED FOR APPROVAL IS \$14,439.85 INCLUSIVE OF PROVINCIAL SALES TAX.

BACKGROUND:

There is no doubt that the track lighting is a requirement for the Wentworth Exhibition Hall. The installation would follow installation of track lighting in Chedoke Hall last year. The lighting in Chedoke has proved to be very beneficial, not only from a practical point of view, in that there is ample lighting for bars, but also this type of lighting adds an attractive ambience to the room.

The Wentworth Hall is being used more and more as a banquet hall, where the track lighting will be used similarly to that in Chedoke. There are also occasions during fashion shows, concerts, closed circuit boxing and wrestling, when this lighting is required for bar service.

Details of the quotations received for the above are outlined in the attached memorandum from the Director of Operations dated October 19, 1988.

William J. Penfold
Director
Hamilton Convention Centre

WJP:bg
Attch.



HAMILTON
CONVENTION
CENTRE

115 King Street West
Hamilton, Ontario
Canada L8P 4T9
Tel. 416/523-5883

MEMORANDUM

TO: Mr. Wm. J. Penfold, Director, HCC

FROM: Stephen H. Dockman, Operations Manager, HCC

DATE: October 19, 1988

SUBJECT: Track Lighting - Wentworth Exhibition Hall

The installation of track lighting in Chedoke has alleviated the problem regarding lighting around the perimeter of the room. As well, we have received numerous comments on the effect the track lighting has on the overall appearance of the room, particularly when Chedoke Hall is used in its entirety for an evening function.

The same problem exists in Wentworth, even more so as there is no ambience. Track lighting in Wentworth will improve lighting around the perimeter as well as improve the appearance of the hall.

The project has been divided into two separate tenders -

- 1) Supply of light fixtures and power tracks;
- 2) Supply of labour and material to install the fixtures.

Quotations were received for the supply of 66 Lightolier 55212 black light fixtures and 22 - 12 foot black single circuit tracks, Lightolier # 6024.

Wesco	5439.85
Ellis & Howard	5703.35
Nedco	6691.53

The above prices are inclusive of Provincial Sales Tax.

Three companies were asked to provide quotations for the installation. Two companies responded, namely -

Cipolla Services Ltd.	9000.00
Sanders-Lampman Electric Ltd.	13000.00

I recommend we accept the quotations from Wesco and Cipolla Services respectively, and proceed with this project at a total cost of \$14439.85.

Stephen H. Dockman
Operations Manager
Hamilton Convention Centre

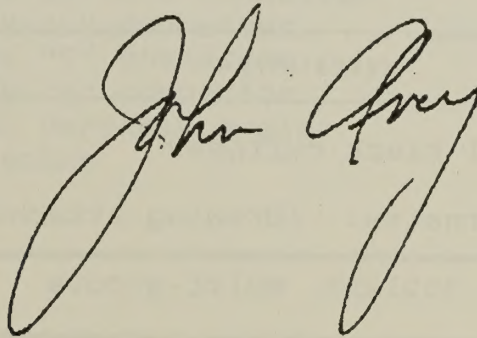
SHD:bg

STEVE DOCKMAN
CONVENTION CENTRE

BELOW YOU WILL FIND PRICES WE OBTAINED FOR THE LIGHTOLIER FIXTURE AND
PRICES ON NECESSARY TRACK.

THESE PRICES REFLECT THE NEW LIGHTOLIER FIXTURE NUMBER AND UP TO DATE PRICES.

IF YOU REQUIRE ANY FURTHER INFORMATION PLEASE ADVISE.



DESCRIPTION	WESCO	NEEDCO	ELLIS & HWD
FIXTURE 55212 BK	53.25	65.59	55.90
2 FT. TRACK	16.00	19.66	16.76
4 FT. TRACK	27.15	33.29	28.38
6 FT. TRACK	37.80	46.37	39.52
8 FT. TRACK	50.80	62.34	53.14
12 FT TRACK	69.20	84.86	72.34

W E S C O

Westinghouse Sales and Distribution Inc.

ADDRESS 1910 Barton St. E. PO Box 2086
 Hamilton, Ontario L8N 3A2

**QUOTATION**

TO: Hamilton Convention Centre
 Fax 522-3380
 Attention; Steve Dockman

PHONE 545-0313 DATE April 11, 1988
 Revised October 6, 1988

OUR QUOTATION NO.

YOUR ENQUIRY NO. C11-7-88

PROJECT:

Item	QUANTITY	DESCRIPTION	PRICE	PER	TOTAL
1	66	Lightolier 6351 black cylinder Suggested Alternates: (Drawing attached)	No Longer Available		
		a. Lightolier 55212BK, multi-groove cylinder	\$53.25	Ea	\$3514.50
		b. Lightolier 55202BK, Limelite multi-groove	\$55.75	Ea	\$3679.50
2	66	Philips 300 R/FL, 120V, 300 watt R40 lamp (300 watt not available in Par 38)	\$ 5.94	Ea	\$ 392.04
3		Basic, black, single circuit track, c/w live end:			
		Lightolier 6020 2 foot	\$16.00	Ea	
		6021 4 foot	\$27.15	Ea	
		6007 6 foot	\$37.80	Ea	
		6022 8 foot	\$50.80	Ea	
		6024 12 foot	\$69.20	Ea	
4		Basic, black, single circuit track, c/w joiner			
		Lightolier 6023 8 foot	\$51.15	Ea	
		6009 12 foot	\$68.55	Ea	
5		Choose one of the following for top feeding power to track live end:			
		Lightolier 6070 black end feed canopy	\$10.20	Ea	
		6080 invisible feed	\$ 7.50	Ea	

DELIVERY

6 weeks

TERMS

Net 30 days

SALES TAX

PST inc.

PST extra

F.O.B.

Factory, freight
allowed

FORM 890W (RG-12)

THIS QUOTATION SUBJECT TO GENERAL CONDITIONS OF SALE PRINTED ON REVERSE SIDE

WE THANK YOU FOR YOUR ENQUIRY
 AND ASSURE YOU OF OUR PROMPT
 ATTENTION TO YOUR ORDER.

W E S C O

Westinghouse Sales and Distribution Inc.

PER

Tim Dent
 Quotations

PAGE

1

OF 2

Westinghouse Sales and Distribution Inc.

OUR QUOTATION NO.

PROJECT:

YOUR ENQUIRY NO. C11-7-88

QUANTITY	DESCRIPTION	PRICE	PER	TOTAL
6	Connectors for layout patterns. Power may be fed into any of the following by using one component from Item 5. Power may also be fed in two directions (i.e. two separate circuits) into any of the following, by cutting the internal jumpers:			
	Lightoller 6069 black in-line connector	\$21.45	Ea	
	6065 black "L" connector	\$26.10	Ea	
	6066 black "T" connector	\$39.85	Ea	
	6067 black "X" connector	\$45.55	Ea	
	6068 black variable angle connector	\$39.25	Ea	

QUOTATION
FROM

OCT 04 1988

P.O. Box 9215
Stoney Creek, Ont.
L8G 3X9
662-2987
Res. 643-2620

Sanders-Lampman Electric Ltd.

HAMILTON CONVENTION CENTER.

115 KING ST. W., HAMILTON

DATE 09-28 1988

ONTARIO L8P4T9.

STEVE DOCKMAN - OPERATIONS MANAGER.

RE: LIGHTING - WENTWORTH ROOM.

UNIT

TOTAL

TO SUPPLY LABOUR AND MATERIAL TO
INSTALL - 264 FEET OF STRIP LIGHTING.

AND 22 FIXTURES. AND LAMPS.

(ABOVE ITEMS SUPPLIED BY OWNER)

- TO SUPPLY AND INSTALL 22-
1500W. HEAVY DUTY DIMMER SWITCHES
NECESSARY CIRCUITS AND WIRING.

- STRIP LIGHTING TO BE INSTALLED.

ON PERIMETER WALLS OF THE
WENTWORTH BANQUET ROOM.

- WIRING AND DIMMER SWITCHES
TO BE CONCEALED. WHERE.

POSSIBLE.

13000.00

Sanders-Lampman Electric Ltd.

Per Harry R. Lampman



THE CORPORATION OF THE CITY OF HAMILTON

City Hall, 71 Main Street West, Hamilton, Ontario L8N 3T4

526-4631

ATTACHMENT # 8.1

1988 October 19

Mr. W. J. Penfold
General Manager
Hamilton Convention Centre
115 King Street West
Hamilton, Ontario
L8P 4T9

Dear Sir:

Re: Addition to the Hamilton Convention Centre
Project No. AD-88-009

Please excuse this very late reply to your request for a feasibility study. When we first spoke, I thought we could manage to carry out your project eventually. Well, weeks have become months, and I must finally say at this time that it seems impossible. Over the last year, it has been clear that we do not have the person-years to satisfy all the approved and funded projects originating with the City Departments. Therefore, any requests for services from other City organizations must be turned down until our situation changes.

Again, please accept my apologies for my late response. It saddens me to turn away projects of this complexity and potential quality.

Yours truly,

R. Martiniuk, Manager
Architectural Division

c.c. Alderman R. Wheeler, Alderman, Ward 5
Mr. D. W. Vyce, Director of Property



CIPOLLA'S SERVICES LTD.

7 MELDRUM AVENUE

GREENSVILLE, ONTARIO L9H 5L3

335-2802

~~627-1669~~

RECEIVED
MAY 31/88

Quotation.

RECEIVED WITH
TERRY CIPOLLA

To - Hamilton Convention Centre.
Stue Dockman.

Oct 6/88

Job. Description

- ① to install track light in the Wentworth Room perimeter - we will supply all pipe & wire - H.C.C. will supply tracks & light fixture.

Quoted Price 9000.00

Atty Gllb

Note: We will try to conceal our pipe on the wall as much as possible.

Atty Gllb



HAMILTON
CONVENTION
CENTRE

APPENDIX "C"

FROM: William J. Penfold, Director
Hamilton Convention Centre

DATE: October 19, 1988

FOR ACTION X

FOR INFORMATION _____

TO: B O A R D OR HECFI EXECUTIVE and
HAMILTON CONVENTION CENTRE COMMITTEE(S) X

SUBJECT: **Purchase of Dinnerware and China**

RECOMMENDATION: **THAT APPROVAL BE GIVEN FOR A SUM OF \$26,442.07 TO BE
EXPENDED DURING 1988 FOR THE PURPOSE OF REPLENISHING THE
DINNERWARE AND CHINA AT THE HAMILTON CONVENTION CENTRE.**

BACKGROUND:

It is traditional for Management to present to the Committee a request for approval of the purchase of operating supplies during the latter part of the year. At that time, Centre Management is aware of the budget and whether the expenditure can be made. In this case, the Centre is well under budget for expenditures and the purchase of supplies as indicated on the attached memorandum of the Operations Manager dated October 19, 1988, is therefore recommended.

William J. Penfold
Director
Hamilton Convention Centre

WJP:bg
Attch.



HAMILTON
CONVENTION
CENTRE

115 King Street West
Hamilton, Ontario
Canada L8P 4T9
Tel. 416/523-5883

MEMORANDUM

TO: Mr. Wm. J. Penfold, Director, HCC *P 20/10*

FROM: Stephen H. Dockman, Operations Manager, HCC

DATE: October 19, 1988

SUBJECT: Operating Supplies

In order to accommodate larger functions, it is necessary to purchase additional silverware and sideplates over and above our normal replacement purchases. Considering there will be a budgetary surplus in 1988, I recommend we purchase these supplies in the 1988 fiscal year.

1) Dinnerware - Account 8340-2473

1200 Dinner Forks @ \$46.92 per dozen	4692.00	
1200 Dinner Knives @ \$77.16 per dozen	7716.00	
900 Butter Knives @ \$88.20 per dozen	6615.00	
600 Teaspoons @ \$26.76 per dozen	1338.00	
180 Serving Forks @ \$105.36 per dozen	1580.40	
	<u>21941.40</u>	
8% P.S.T.	1755.31	23696.71

2) China - Account 8340-2471

1200 Side Plates @ \$25.42 per dozen	2542.00	
8% P.S.T.	203.36	2745.36
TOTAL		<u><u>\$26442.07</u></u>

Stephen H. Dockman
Stephen H. Dockman
Operations Manager
Hamilton Convention Centre

SHD:bg



HAMILTON
CONVENTION
CENTRE

APPENDIX "D"

FROM: William J. Penfold, Director
Hamilton Convention Centre

DATE: October 19, 1988

FOR ACTION X

FOR INFORMATION _____

TO: B O A R D OR HECFI EXECUTIVE and
HAMILTON CONVENTION CENTRE COMMITTEE(S) X

SUBJECT: Construction of Coat Check and Office Area

RECOMMENDATION: THAT A COAT CHECK AND OFFICE AREA BE CONSTRUCTED ON THE
THIRD FLOOR OF THE HAMILTON CONVENTION CENTRE, THE WORK TO
BE CARRIED OUT BY THE PROPERTY MAINTENANCE DEPARTMENT OF THE
CITY OF HAMILTON FOR A SUM NOT TO EXCEED \$8,170.

BACKGROUND:

The Committee will recall that at the end of the last regular meeting, they were invited to visit the third floor Webster Room where construction of a coat check and office area should be completed as soon as possible. The attached memorandum from the Operations Manager, Mr. Steve Dockman, outlines the proposal and the breakdown of the cost.

William J. Penfold
Director
Hamilton Convention Centre

WJP:bg
Attch.



HAMILTON
CONVENTION
CENTRE

115 King Street West
Hamilton, Ontario
Canada L8P 4T9
Tel. 416/523-5883

MEMORANDUM

TO: Mr. Wm. J. Penfold, Director, Hamilton Convention Centre

FROM: Stephen H. Dockman, Operations Manager, HCC

DATE: October 14, 1988

SUBJECT: Construction of Coat Check and Office

Attached is a proposed layout for a permanent coat check and an office for the Chief Steward to be constructed on the third floor across from the secondary entrance to the dishwashing area.

This project will address two areas of concern. First, there has always been a need for a permanent coat check in this area. The main coat check on the third floor cannot be used when clients using the Webster Room are routed through the second floor corridor and up the stairwell, when Chedoke Foyer is in use. Presently, we are using draped tables to enclose a coat check area.

Secondly, the Chief Steward does not have an office that will give him privacy when required and a secure area for his files and paperwork. Up until now he has used an open area in the dishwashing room which is less than ideal. Since the installation of the dishwasher and dishtabling, this space has been eliminated.

The construction of the coat check and office as indicated will rectify these problems. I recommend we proceed with this project, the work to be completed by the Property Maintenance Department of the City of Hamilton at a cost of \$8,170, and funding to be provided from the residual balance in the Kitchen Expansion Project.

Stephen H. Dockman
Operations Manager
Hamilton Convention Centre

SHD:bg
Attch.

Hamilton Convention Centre:

Alteration on floor 358' - 6' near kitchen etc.

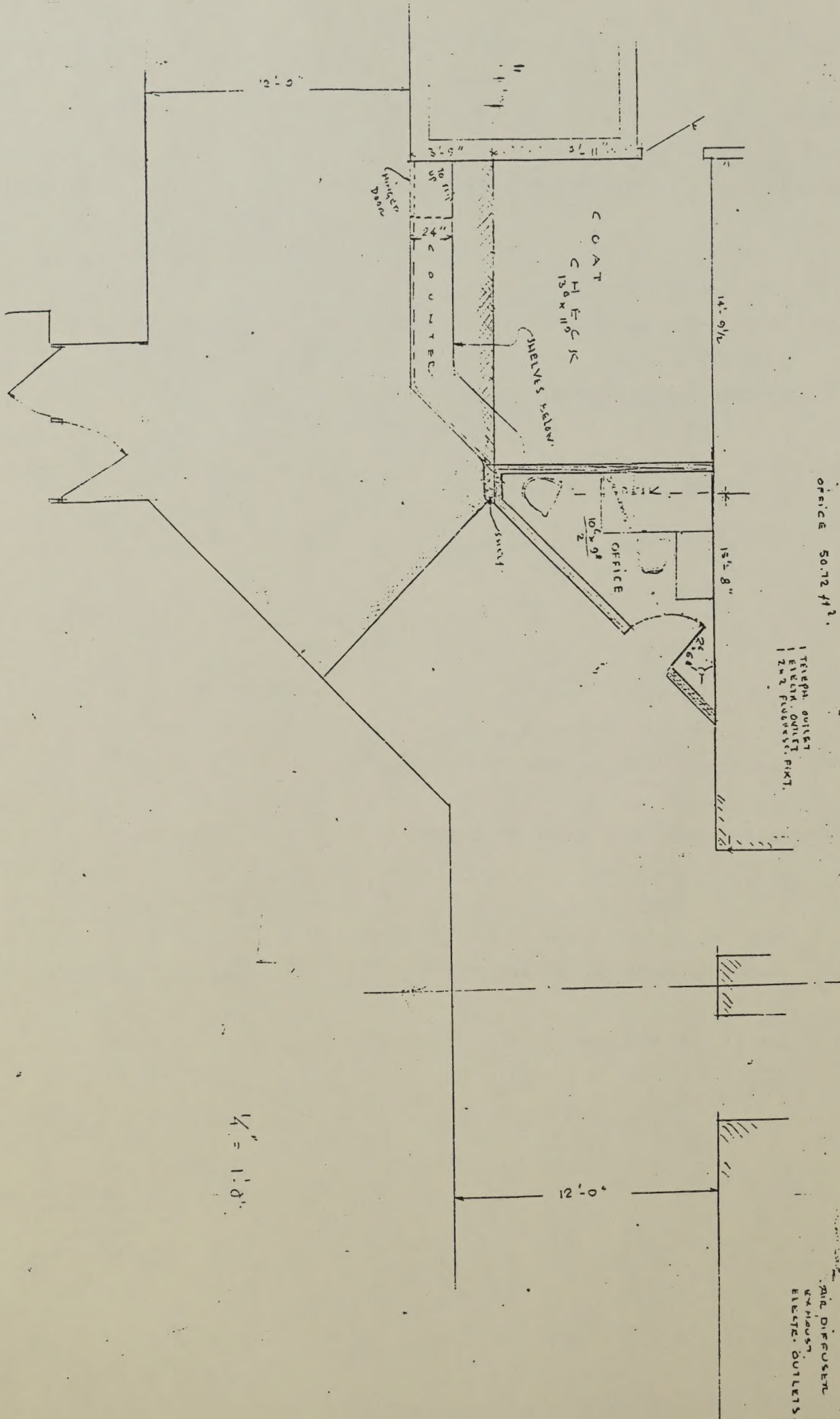
Supply Labour & Materials to Build:

1. Counter for coat check counter to be
with bottom & intermediate shelves
as sketched on drawing, arborite top,
sides, front part cedar, part arborite -
colour:
To be determined by owner to match
existing coat check. \$2,760.00
2. Partition for small office as per
drawing. \$3,600.00
3. Supply & install one (1) light fixture
(fluorescent) 2 X 4 with 4 tubes.
Remove pot lights, one (1) telephone
outlet with conduit & fish wire, one (1)
duplex receptacle as shown on own circuit
(Cipolla 9-28-88) \$860.00
4. Bell Telephone: wiring & one (1) phone
outlet as shown on drawing. \$150.00
5. One (1) air diffuser in office complete
supply & return. \$600.00

Total: \$7,970.00

PAINTING 200.00
8,170.00

P/M 88-10-12



OFFICE 50.72 ft²

1 TELEPH. OUTLET
1 ELECT. OUTLET
2 M2 FLOORING, FIXT.

2 M2 DISFUSEL
2 M2 OUTLETS

1/4" = 1'-0"



REPORT TO THE HAMILTON CONVENTION CENTRE COMMITTEE
FROM THE DIRECTOR FOR SEPTEMBER, 1988

October 19, 1988

This will be my last report as Director of the Hamilton Convention Centre, as I will be departing the Centre on November 12, retiring and moving to Ottawa. Both my personal and professional goals have been accomplished in Hamilton, and I will be starting a new career in Ottawa as a budding writer.

I believe that the Centre is in good shape for transferral of direction to new management. In 1982, the Centre's revenue was \$1,400,000, and this year the Centre will come close to \$3,000,000. From a 22% usage rate in 1982, Centre business is now growing and this year will have a 33% rate. From 400 events in 1982, the Facility will have over 800 events in 1988.

Therefore, I feel the Centre is, from a staff, client and operational viewpoint, in excellent shape and ready to come under new direction. To all of the Committee members, my thanks for your support and your wisdom, and I wish both you and the Centre all the best of luck.

SEPTEMBER:

Revenue was off 14% in September, \$225,000 vs. a budget of \$263,000. Annually, the Facility is 15% ahead of budget and 6% ahead of 1987 for a total of \$1,953,000.

SALES:

For the month, sales were well up - \$422,000 vs. \$257,000 for September 1987. Members will recall that sales were down last month, and this month's sales bring the Facility within 2% of budget.

Sales staff have attained 25 conventions, four over budget, for the first nine months of the year. There was one convention - the School Bus Operators' Association - which is a repeat meeting, to be held again in 1990.

OPERATIONS:

September was a busy month with the highlights being Festitalia with 3,000, the Fall Home Improvement Show, 7,000 and the Greater Hamilton Business Expo with 4,000. The Canadian Round Dance Festival, 750, and the Human Resources Secretariat, 600, were also important. Large banquets held during the month were the Canadian Football Hall of Fame, Dofasco, and Proctor and Gamble.

William J. Penfold, Director
Hamilton Convention Centre

WJP:bg

6.3.1 Hamilton Convention Centre Committee Minutes
of September 30, 1988

HAMILTON CONVENTION CENTRE COMMITTEE

REGULAR MEETING

Friday, September 30, 1988

0800 hours

Room 206, HCC

PRESENT: Alderman Reg Wheeler, Chairman
Mr. Norman Levitt, Vice-Chairman
Mr. Duncan M. Beattie
Mrs. Mary Dow
Alderman Brian Hinkley

ALSO PRESENT: Mr. Brian K. Conacher
Managing Director/CEO, HECFI
Mr. Wm. J. Penfold
Director, Hamilton Convention Centre
Mr. John A. Leuser
Director, Finance/Administration, HECFI
Mrs. Cheryl Bogie, Secretary, Events Dept., HCC
Mrs. B. Goddard, Secretary

REGRETS: Mr. Frank DeNardis

Chairman's
Remarks

1. Chairman's Remarks

The meeting was convened at 0800 hours.

Motion to
Move In
Camera

2. Motion to Move In Camera

It was MOVED by Mr. Levitt, seconded by Mr. Beattie -

THAT THE IN CAMERA SESSION BE CONVENED

MOTION CARRIED

Motions
Carried
In Camera

3. Motions carried during In Camera Session

THAT THE SALES REPORTS FOR JULY AND AUGUST 1988 BE RECEIVED
FOR INFORMATION AND FORWARDED TO THE BOARD OF DIRECTORS

THAT THE MARKETING SERVICES REPORTS FOR AUGUST AND SEPTEMBER
1988 BE RECEIVED FOR INFORMATION

THAT THE FINANCIAL AND STATISTICAL INFORMATION REPORTS ON EVENTS FOR THE SEVEN-MONTH PERIOD ENDED JULY 31, 1988 AND FOR THE EIGHT-MONTH PERIOD ENDED AUGUST 31, 1988 BE RECEIVED FOR INFORMATION

THAT BOARD APPROVAL BE SOUGHT FOR THE STOREPERSON POSITION AT THE HAMILTON CONVENTION CENTRE TO BE RE-NAMED ASSISTANT PURCHASER/RECEIVER AND FOR THE POSITION TO BE RE-CLASSIFIED IN ACCORDANCE WITH A REVISED JOB FACT SHEET TO GRADE 7 (\$19,127.68 - \$22,288.08) WITH THE INCUMBENT STARTING AT THE ANNUAL SALARY OF \$19,127.68 AS OF OCTOBER 1 1988.

THAT THE MONTHLY OVERVIEWS FOR JULY AND AUGUST 1988 BE RECEIVED FOR INFORMATION

THAT THE MONTHLY EVENT REVENUE REPORTS FOR JULY AND AUGUST 1988 BE RECEIVED FOR INFORMATION

Minutes

4. Minutes of previous meeting

It was MOVED by Mr. Levitt, seconded by Mr. Beattie -

THAT THE MINUTES OF THE REGULAR MEETING HELD FRIDAY, JULY 29, 1988 BE ADOPTED AS CIRCULATED TO THE MEMBERS

MOTION CARRIED

Alderman Hinkley and Mr. Leuser left the meeting before discussion of the Regular Agenda.

Matters
Arising

5. Matters arising from the previous meeting

It was established that all matters referred to in the Follow-up to the meeting of July 29, 1988 had received the necessary attention.

5.1 Stairwell Problem

A discussion took place on this topic, during which it was stated that some members of City Council had been upset at the cost of maintaining the washrooms in Gore Park - in fact it had been stated by one Alderman that he would not support another public washroom in that location at all. It was established that the signs would be looked at with a view to making them more visible - for instance very few people present even knew there were public washrooms in Summers Lane. Several suggestions were made for the location of new facilities. The Managing Director suggested that signs be

posted in the stairwells pointing out where the washrooms were - at least no-one could say there were unaware of their location. Management was requested to write to the Parking Authority suggesting they post appropriate signs in the stairwells and also notify Alderman Gallagher of the action being taken.

Director

Director's
Report -
July/August
1988

6. Director's Report - July/August 1988

The Director, HCC, presented his report as follows:-

"INTRODUCTION - Summer of 1988 was the best summer ever for the Centre, both for the number of events, and revenue. On the revenue side, the Centre went 26% over 1987 and 78% over budget for the two months. Annually, the facility is 20% over budget and 6% over 1987.

"SALES - During the summer, the Sales Manager resigned, effective September 30, 1988 to take employment at the new Carmen's Banquet Centre on the Mountain. The position was posted and after several interviews with prospective applicants, Mr. Sal Farrauto, a Sales Executive at the Centre, was appointed Sales Manager, effective October 3, 1988.

"FUTURE SALES - Future Sales were down for July and August by 53% when compared to budget and 49% vis a vis 1987. Annually, Sales are off by 9% and when compared to 1987 off by 4%. However, August 1987 figures were skewed by approximately \$200,000 because of recording five trade shows in that month. It is expected these trade shows will be repeated and will be part of the September/December reporting period, when budget figures will again be reached.

"OPERATIONS - There were a number of large special events during both July and August. The month of July started with the Lithuanian World Dance Festival (4,500), then Scot Dance Canada (2,700) and the Robbie Burns Federation (1,600) rounded out the month. The Square Dance Convention was the highlight of August with 7,000 people attending the Convention, and all three HECFI buildings being used for the dancers. The event was a perfect example of how the three facilities can be employed to cater to meeting planners and delegates when they bring their conventions to Hamilton.

August also saw the Ukrainian Millennium (5,000), Sports Distributors (1,400) and the Pentecostal Assemblies (12,000).

The summer was a very successful one for the City of Hamilton as far as convention visitors were concerned, and the amount of new money coming into Hamilton to be rippled around the community cannot be over-estimated.

"OTHER - Mr. Rick Galway has been appointed Maintenance Assistant and has already shown his expertise and co-operation among the staff at the Centre.

"The Kitchen Expansion has now begun and is expected to be completed during September/October.

"The tender for the rugs is being completed and the forecast installation period is December/January.

"The dishwasher is now in full operation and working well - it has already proved that it is head and shoulders above the previous machine.

"Finally, Operating and Capital Budgets are now being prepared by Management and the Marketing Plan for 1989 is being written. When these documents are complete, they will be placed in front of the Committee during the October and November meetings."

It was suggested, and the Director agreed, that the actual numbers of attendees be reported in future.

Director

The Director invited the members to inspect the progress of the Kitchen Expansion at the close of the meeting.

The Director also reported that work was progressing on the Business Plan and the Capital and Operating Budgets would be ready in November.

It was MOVED by Mr. Beattie, seconded by Mrs. Dow -

THAT THE DIRECTOR'S REPORT FOR JULY/AUGUST, 1988 BE APPROVED AND FORWARDED TO THE BOARD OF DIRECTORS OF HECFI

Secretary

MOTION CARRIED

Client
Evaluations

7. Client Evaluations

Several small problems were noted, but these had all been dealt with by staff. The way staff handled problems on the spot and efficiently, was noted by members. Mr. Levitt mentioned in particular the Junior Achievement Dinner he had attended, making special mention of the Events Manager, Robin Laking.

It was MOVED by Mrs. Dow, seconded by Mr. Levitt -

THAT THE CLIENT EVALUATIONS BE RECEIVED FOR INFORMATION

MOTION CARRIED

Correspon-
dence and
Comment Cards

8. Correspondence and Comment Cards

There were no exceptional matters - most correspondence was noted to be favourable.

It was MOVED by Mrs. Dow, seconded by Mr. Beattie -

THAT THE CORRESPONDENCE AND COMMENT CARDS BE RECEIVED FOR INFORMATION

MOTION CARRIED

Unaudited
Operating
Results

9. Finance/Administration Division

9.1 and 9.2 - Unaudited Operating Results for the Seven-month period to July 31, 1988 and the Eight-month period to August 31, 1988

It had been established before Mr. Leuser left the meeting that none of the members had any questions regarding these reports. *

It was therefore MOVED by Mr. Levitt seconded by Mrs. Dow -

THAT THE UNAUDITED OPERATING RESULTS FOR THE SEVEN-MONTH PERIOD TO JULY 31, 1988 AND THE EIGHT-MONTH PERIOD TO AUGUST 31, 1988 BE APPROVED AND FORWARDED TO THE BOARD OF DIRECTORS

MOTION CARRIED

Secretary

* See page 7 for Report.

Report on
Client
Evaluations

10. Director's Report on Client Evaluations

The Director reported that this was the second analysis of Client Evaluations, the first one having been presented to the committee about six months ago. There had been approximately ninety responses. It was interesting to note that only one percent of clients came to the Centre in response to advertising. Regarding complaints about heating and cooling in the building, Mr. Crane was continuing to effect improvements. There was funding available for changing the signs and this should enable clients to find their rooms more easily.

It was MOVED by Mr. Beattie, seconded by Mrs. Dow -

THAT THE REPORT ON CLIENT EVALUATIONS BE RECEIVED FOR
INFORMATION

MOTION CARRIED

Donated Wine

11. Donated Wine

The Chairman stated his opinion was that this request by the Hamilton Gallery of Distinction should be approved, with the stipulation that only two bottles per table of ten would be allowed; any wine consumed over that amount would be dealt with in the usual manner, i.e. paid for by the client. Mr. Beattie asked whether there was any long-term arrangement with the Gallery of Distinction and the Director confirmed that this was tentative for a number of years because of the "Wall of Fame" being installed in the Chedoke Foyer. The only drawback was the "year out" rule. Discussion took place on how donated wine was handled by staff. Mr. Beattie wished the bottle size to be limited to 750 ml but this was not agreed to.

Mr. Levitt appeared to think this should be done as a matter of course, but the Managing Director suggested that the practice of bringing each request to the committee be continued, as it was preferred not to reduce revenue without the committee making the final decision. Management would thereby be relieved of the possibility of being "leaned" on by a client to allow a request. If the numbers were to get too large, other options would have to be considered.

It was MOVED by Mr. Beattie, seconded by Mr. Levitt -

THAT THE HAMILTON GALLERY OF DISTINCTION BE ALLOWED TO HAVE
DONATED WINE SERVED AT THEIR DINNER TO BE HELD OCTOBER 26,

HAMILTON CONVENTION CENTRE COMMITTEE
REGULAR MEETING

September 30, 1988

Page 7

1988 AT THE CONVENTION CENTRE, WITH A LIMIT OF TWO BOTTLES
OF WINE PER TABLE OF TEN PEOPLE

Secretary

MOTION CARRIED

Date of next
meeting

12. Date of next meeting

It was agreed that the next meeting would be held at 8:00
o'clock a.m. on Friday, October 28, 1988.

Adjournment

13. Motion for Adjournment

It was MOVED by Mr. Beattie, seconded by Mr. Levitt -

THAT THE MEETING BE ADJOURNED AT 10:05 HOURS

MOTION CARRIED

Taken as read and approved,

B. Goddard.

B. Goddard
Secretary

Alderman Reg Wheeler, Chairman
Hamilton Convention Centre Committee

From Page 5:

The Convention Centre realized for the **Month of July** and the
seven month period ended July 31, 1988 budgetary surpluses
of approximately \$25,954 and \$214,254 respectively.

The surplus of \$25,954 for the month of July arose primarily
due to revenue for the month exceeding that budgeted by
\$52,449 or 79.5%.

The surplus for the year-to-date period arose due to revenue
for the seven month period exceeding that budgeted by
\$203,497 or 15.4% while total expenditures were \$10,757 or
0.6% under budget.

..... 8

The Convention Centre realized for the **Month of August** and the eight month period ended August 31, 1988 budgetary surpluses of approximately \$63,594 and \$277,848 respectively.

The surplus of \$63,594 for the month of August arose primarily due to revenue for the month exceeding that budgeted by \$89,690 or 76.7%.

The surplus of \$277,848 for the year-to-date period arose due to revenue for the eight month period exceeding that budgeted by \$293,187 or 20.4% while total expenditures exceeded budget by only \$15,339 or 0.8%.

6.4 Hamilton Place Committee Eighth Report

THE UNIVERSITY OF CHICAGO

DEPARTMENT OF CHEMISTRY

REPORT OF THE

COMMISSION ON THE

REVISION OF THE



November 1, 1988

REPORT TO THE HECFI BOARD OF DIRECTORS
FROM THE HAMILTON PLACE COMMITTEE MEETING
OF OCTOBER 27, 1988

The Hamilton Place Committee presents its EIGHTH report and submits the following for information:

1. Theatre Marquee

Mr. Burrows noted that the theatre marquee project has been put on hold by the City Executive Committee, who were hoping for a media reaction to the two alternatives already presented. After discussion it was agreed that the marquee would remain on future agendas for the Hamilton Place Committee, and that it would be advisable to wait until the new City Council is in place before arriving at a consensus and making a recommendation.

2. Special Meeting Re Hamilton Place Activity

The special meeting regarding activity at Hamilton Place has been scheduled for Wednesday, November 30, 1988 at 9:30 a.m. All members of the HECFI Board and City Council will be invited to attend.

3. Marketing Services Report, October 1988

The Marketing Services Report for October 1988 was received for information.

4. Assistant Director, Hamilton Place - Report

The report of the Assistant Director of Hamilton Place was received for information.

5. Director of Finance and Administration - Report for September, 1988

The report of the Director of Finance & Administration was received for information.

Sam M. Cino, Chairman

Marsha Atwood, Acting Secretary

Hamilton Entertainment and Convention Facilities Inc. manages and operates The Hamilton Convention Centre, Hamilton Place Theatre and Copps Coliseum on behalf of The Corporation of The City of Hamilton

6.4.1 Hamilton Place Committee Minutes of
September 29, 1988

HAMILTON PLACE COMMITTEE

SEPTEMBER 29, 1988
HAMILTON PLACE BOARD ROOM

REGULAR SESSION

PRESENT: Mr. S. Cino, Chairman
Alderman R. Wheeler
Alderman B. Hinkley
Mrs. M. Dow
Mr. F. DeNardis

ALSO PRESENT: Mr. B. Conacher
Mr. J. Leuser
Mr. T. Burrows
Mr. R. Ellison
Ms. M. Atwood, Acting Secretary

REGRETS: Mr. T. Casey
Dr. C. Bart

1. CHAIRMAN'S REMARKS

Mr. Cino called the meeting to order at 9:45 a.m.

1.1 REPORT OF THE IN CAMERA MEETING

THAT THE IN CAMERA SESSION OF THE HAMILTON PLACE COMMITTEE
BE CONVENED AT 8:40 A.M.

THAT THE IN CAMERA MINUTES OF AUGUST 25, 1988 BE APPROVED
AS CIRCULATED.

THAT THE REPORT ON THE STUDIO THEATRE FLOOR BE RECEIVED FOR
INFORMATION.

THAT THE HAMILTON PLACE FINANCIAL AND STATISTICAL REPORT FOR
AUGUST 1988 BE RECEIVED FOR INFORMATION.

THAT THE REPORT ON THE NEW SOUND SYSTEM BE RECEIVED FOR
INFORMATION AND PASSED ON TO THE EXECUTIVE COMMITTEE WITH THE
RECOMMENDATION OF THE HAMILTON PLACE COMMITTEE FOR APPROVAL TO
PROCEED WITH PHASE 1 OF THE BUDGETED REPLACEMENT OF THE HAMILTON
PLACE SOUND SYSTEM, IN THE APPROXIMATE AMOUNT OF \$75,000.

THAT THE IN CAMERA SESSION OF THE HAMILTON PLACE COMMITTEE
ADJOURN AT 9:40 A.M.

2. MINUTES OF AUGUST 25, 1988

MOVED by Alderman Wheeler, seconded by Mr. DeNardis

THAT THE MINUTES OF AUGUST 25, 1988 BE APPROVED AS CIRCULATED.
MOTION CARRIED.

3. BUSINESS ARISING FROM THE MINUTES

Business arising from the minutes of August 25, 1988 is
contained in the Director's Report below: Items 4.1, 4.2 and 4.3.

4. DIRECTOR, HAMILTON PLACE - REPORT

4.1 THEATRE MARQUEE

MOVED by Aldermand Hinkley, seconded by Mrs. Dow

THAT THE REPORT ON THE THEATRE MARQUEE BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

4.2 FACILITY MARKETING

Mr. Burrows reported that discussions have taken place regarding enhancing the image of Hamilton Place in the community. Several proposals have resulted, including the possibility of a major ad campaign involving Hamilton Place and Copps Coliseum in the last quarter of this year.

4.3 SPECIAL MEETING RE HAMILTON PLACE ACTIVITY

A focussing report on Increasing Hamilton Place Activity will be prepared by Mr. Burrows for presentation to the Hamilton Place Committee and to the HECFI Board of Directors. A special meeting on this subject is tentatively scheduled for November 29.

5. MARKETING SERVICES REPORT, SEPTEMBER 1988

MOVED by Mrs. Dow, seconded by Alderman Wheeler

THAT THE MARKETING SERVICES REPORT FOR SEPTEMBER 1988 BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

6. ASSISTANT DIRECTOR, HAMILTON PLACE - REPORT

Mr. Ellison offered an update on school programming. There are now 8 sold-out performances. The present total number of performances is 40, and more will be added. Mr. Ellison stated that the roof replacement should be completed by the end of October, and that carpet installation may require 6 weeks, since work must be fitted in between performances in the theatre.

MOVED by Alderman Wheeler, seconded by Mrs. Dow

THAT THE ASSISTANT DIRECTOR'S REPORT BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

7. DIRECTOR OF FINANCE AND ADMINISTRATION - REPORT FOR AUGUST, 1988

MOVED by Mrs. Dow, seconded by Alderman Wheeler

THAT THE REPORT OF THE DIRECTOR OF FINANCE AND ADMINISTRATION FOR AUGUST 1988 BE RECEIVED FOR INFORMATION.

8. NEW BUSINESS

Nil

9. OTHER BUSINESS

Mr. Leuser reminded the Committee that there are some funds accumulating in the Performing Arts Foundation, in the amount of approximately \$17,000, which must be disbursed in the near future. Mr. Burrows suggested that they might possibly be applied to future student musicals or to New Faces, should either project require additional funding. In the event that sufficient outside funding is obtained for these projects, the funds might be applied to the scholarship programme.

10. CORRESPONDENCE

Nil

11. DATE OF NEXT MEETING

The next meeting will be held on Thursday, October 27 at 8:30 a.m.

12. ADJOURNMENT

MOVED by Alderman Wheeler, seconded by Mr. DeNardis

THAT THE HAMILTON PLACE COMMITTEE MEETING ADJOURN AT
10:06 A.M.

MOTION CARRIED.

TAKEN AS READ AND APPROVED

Sam M. Cino, Chairman

Marsha Atwood, Acting Secretary

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for the integrity of the financial system and for the ability to detect and prevent fraud. The document also notes that records should be kept for a sufficient period of time to allow for a thorough review in the event of an audit.

The second part of the document outlines the specific requirements for record-keeping. It states that all transactions must be recorded in a clear and concise manner, and that the records must be kept in a secure and accessible location. The document also specifies that records should be reviewed regularly to ensure their accuracy and completeness.

The third part of the document discusses the consequences of failing to maintain accurate records. It states that failure to do so can result in the loss of the ability to detect and prevent fraud, which can have serious financial and legal consequences. The document also notes that failure to maintain accurate records can result in the loss of the ability to provide accurate financial statements to stakeholders.

The fourth part of the document provides a summary of the key points discussed in the document. It reiterates the importance of maintaining accurate records and the consequences of failing to do so. The document also provides a list of resources for further information on record-keeping requirements.

The fifth part of the document provides a list of resources for further information on record-keeping requirements. It includes a list of relevant laws and regulations, as well as a list of organizations that provide guidance on record-keeping practices.

The sixth part of the document provides a list of organizations that provide guidance on record-keeping practices. It includes a list of professional organizations, such as the American Institute of Certified Public Accountants (AICPA), and a list of government agencies, such as the Internal Revenue Service (IRS).

The seventh part of the document provides a list of government agencies that provide guidance on record-keeping practices. It includes a list of federal agencies, such as the Department of Justice, and a list of state agencies, such as the New York State Department of Taxation and Finance.

The eighth part of the document provides a list of federal agencies that provide guidance on record-keeping practices. It includes a list of agencies such as the Federal Reserve Board, the Securities and Exchange Commission (SEC), and the Federal Bureau of Investigation (FBI).

The ninth part of the document provides a list of state agencies that provide guidance on record-keeping practices. It includes a list of agencies such as the California State Board of Equalization, the Texas Comptroller of Public Accounts, and the Florida Department of Banking and Finance.

7.2 Replacement of Carpet in the Hamilton Convention
Centre and Hamilton Place Theatre



HAMILTON
CONVENTION
CENTRE

115 King Street West
Hamilton, Ontario
Canada L8P 4T9
Tel. 416/523-5883

FROM: Stephen H. Dockman
Operations Manager

DATE: November 14th, 1988

FOR ACTION X

FOR INFORMATION _____

TO: B O A R D X

OR _____

COMMITTEE (S) _____

SUBJECT: Replacement of Carpet in the Hamilton Convention Centre and
Hamilton Place Theatre.

RECOMMENDATION:

- 1) That the City Executive Committee be requested to recommend to City Council;
 - a) Approval to proceed with the Capital project to replace the carpet in the Hamilton Convention Centre and Hamilton Place Theatre
 - b) The estimated cost of \$300,000.00 in the approved 1988 Capital Budget be increased to \$336,000.00
 - c) Method of financing

N.B. It is suggested that the project be financed from H.E.C.F.I. Reserve for Capital Projects Account 0280-48

- 2) That approval be given to proceed with the supply and installation of carpet for both facilities by Terence Webster Design in accordance with the tender results for the total cost of \$324,112.00 plus \$1,700.00 for the removal of the partitions in the two office areas and re-installing after the carpet has been laid.
- 3) That an additional 400 square yards be purchased directly from Harding Carpets for any future requirement at the Convention Centre at a total cost of \$10,104.91.

BACKGROUND:

The selection of the manufacturer, namely Harding Carpets, and the type and colour of the carpet has been approved by the appropriate committee for each facility.

The specifications for the supply and installation of the carpet was forwarded to City Purchasing for inclusion in a joint tender.

The results of the tender are attached. It should be noted that Terence Webster Design has the low tender in the amount of \$324,112.00 approximately thirty thousand dollars lower then the next bid.

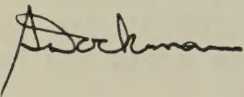
The quotation from Terence Webster Design includes the installation of 7,100 square yards in the Convention Centre and 4,500 square yards in Hamilton Place.

To comply with the request from the Convention Centre Committee to purchase additional carpet for future requirements, the Convention Centre has committed to Harding Carpets to increase the purchase to 7,500 square yards from the original 7,000 that was indicated in our letter of intent.

The additional 400 square yards will cost \$25.99 per square yard less 10% discount plus 8% Provincial Sales Tax, for a cost of \$10,104.91.

An additional cost of \$1,700.00 will be incurred for the removal of the partitions in the two office areas and re-installing after the carpet has been laid. This was not included in the original specifications.

The total cost for the project is \$336,000.00. This is 5.2% higher than the original estimate of \$319,350.00.



Stephen H. Dockman
Operations Manager
Hamilton Convention Centre

SHD:cb

THE CORPORATION OF THE CITY OF HAMILTON

SUPPLY & INSTALL CARPET HAMILTON CONVENTION CENTRE AND HAMILTON PLACE

TOTAL PRICE		HAMILTON CONVENTION CENTRE		CANADIAN CONTENT	DISCOUNT IF AWARDED BOTH PARTS	INSTALLATION DATES
HAMILTON CONVENTION CENTRE	HAMILTON CONVENTION CENTRE	HAMILTON CONVENTION CENTRE	HAMILTON PLACE			
Terence Webster Design Flamborough	\$193,435.00		\$130,677.00	\$324,112.00 100%	0%	To schedule
703265 Ontario Inc. Hamilton Contract Carpets Burlington	\$205,569.00		\$148,554.00	\$354,123.00 100%	0%	To Schedule subject to Harding Carpets delivery of materials
Note: Bid based on 4,300 square yards 6,500 square yards						
Wentworth Tile Hamilton	\$225,000.00		\$156,760.00	\$381,760.00 100%		To Schedule subject to carpet delivery
Note: Terms of payment 3% if paid within 15 days from the date of invoice						
Stradwick's Hamilton	\$230,215.00		\$159,775.00	Not returned \$389,990.00		To schedule

UNABLE TO BID - Cloke & Son Ltd.

OFFICIALS IN ATTENDANCE -- B. Hinkley, Alderman
E. A. Simpson, City Clerk
J. Avery, Assistant Manager of Purchasing

THE CORPORATION OF THE CITY OF HAMILTON

FORM OF TENDERSUPPLY AND INSTALL CARPET
HAMILTON CONVENTION CENTRE AND HAMILTON PLACE

E. A. Simpson, Esq.
City Clerk
City Hall, Hamilton

Dear Sir:

We, the undersigned, hereby agree to supply and install carpeting in accordance with specifications issued by the Manager of Purchasing October 11, 1988, at the following prices:

PART A - HAMILTON CONVENTION CENTRETOTAL PRICE INCLUDING
ALL APPLICABLE TAXES

To provide all necessary labour, materials and equipment necessary to remove carpet and other materials and install new, and to supply other related services as detailed in the specifications

\$ 193,435.00

(one hundred ninety three thousand four hundred thirty five dollars)

PART B - HAMILTON PLACE

To provide all necessary labour, materials and equipment necessary to remove carpet and other materials and install new, and to supply other related services as detailed in the specifications

\$ 130,677.00

(One hundred thirty thousand six hundred seventy seven dollars)

\$ 324,112.00

Discount allowed if awarded both Parts A and B

TOTAL NO DISCOUNT
FOR BOTH.

[Signature]

BA

If order(s) awarded by November 4, 1988, number of days to commence

Part A - Hamilton Convention Centre DEC 19 DELIVERY 2-3 WKS COMPLETION

Part B - Hamilton Place DEC 26 DELIVERY 2-3 WKS COMPLETION

Can the installation dates be met for

Part A - Hamilton Convention Centre

To commence December 19, 1988 YES ☒ NO ☐

Part B - Hamilton Place

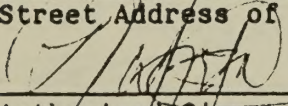
To commence week of December 26, 1988
and week of January 10, 1989 YES ☒ NO ☐

TERENCE WEBSTER DESIGN

Name of Tenderer

230 HWY #8 WEST FLAMBOROUGH LOR 2K0

Street Address of Tenderer, including postal code


Authorized Signature

RICHARD W. WILSON
Please print name

(416) 627-9221
Telephone Number

Oct 28th 1988
Date of Tender

THE CORPORATION OF THE CITY OF HAMILTON

FORM OF TENDERSUPPLY AND INSTALL CARPET
HAMILTON CONVENTION CENTRE AND HAMILTON PLACE

E. A. Simpson, Esq.
City Clerk
City Hall, Hamilton

Dear Sir:

We, the undersigned, hereby agree to supply and install carpeting in accordance with specifications issued by the Manager of Purchasing October 11, 1988, at the following prices:

PART A - HAMILTON CONVENTION CENTRE -TOTAL PRICE INCLUDING
ALL APPLICABLE TAXES

To provide all necessary labour, materials and equipment necessary to remove carpet and other materials and install new, and to supply other related services as detailed in the specifications

\$ 205,569.00

PART B - HAMILTON PLACE

To provide all necessary labour, materials and equipment necessary to remove carpet and other materials and install new, and to supply other related services as detailed in the specifications

\$ 148,554.00

Discount allowed if awarded both Parts A and B

0

391

If order(s) awarded by November 4, 1988, number of days to commence

Part A - Hamilton Convention Centre To Schedule

Part B - Hamilton Place To Schedule

Can the installation dates be met for

Part A - Hamilton Convention Centre
To commence December 19, 1988 YES X NO

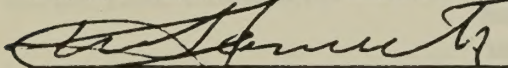
Part B - Hamilton Place
To commence week of December 26, 1988
and week of January 10, 1989 YES X NO

Subject to Harding Carpets delivery of materials.

Yardage: This bid is based on a maximum of
- 6500 square yards - Hamilton Convention Centre
- 4300 square yards - Hamilton Place

703265 Ontario Inc - Hamilton Contract Carpets
Name of Tenderer

2079 Gore Street Burlington, Ontario L7R 1E2
Street Address of Tenderer, including postal code

 Wm. J. Hamilton
Authorized Signature Please print name

(416) 632-7600 October 28, 1988
Telephone Number Date of Tender

THE CORPORATION OF THE CITY OF HAMILTON

FORM OF TENDERSUPPLY AND INSTALL CARPET
HAMILTON CONVENTION CENTRE AND HAMILTON PLACE

E. A. Simpson, Esq.
City Clerk
City Hall, Hamilton

Dear Sir:

We, the undersigned, hereby agree to supply and install carpeting in accordance with specifications issued by the Manager of Purchasing October 11, 1988, at the following prices:

PART A - HAMILTON CONVENTION CENTRETOTAL PRICE INCLUDING
ALL APPLICABLE TAXES

To provide all necessary labour, materials and equipment necessary to remove carpet and other materials and install new, and to supply other related services as detailed in the specifications

\$ 225,000.00

PART B - HAMILTON PLACE

To provide all necessary labour, materials and equipment necessary to remove carpet and other materials and install new, and to supply other related services as detailed in the specifications

\$ 156760.00

Discount allowed if awarded both Parts A and B

3% CASH DISCOUNT

IF PAID WITHIN

15 DAYS FROM

THE DATE OF INVOICE

If order(s) awarded by November 4, 1988, number of days to commence

Part A - Hamilton Convention Centre

30 days if carpet is delivered

Part B - Hamilton Place

45 " if carpet is delivered

Can the installation dates be met for

Part A - Hamilton Convention Centre

To commence December 19, 1988 YES ✓ NO

Part B - Hamilton Place

To commence week of December 26, 1988
and week of January 10, 1989 YES ✓ NO

WENTWORTH TILE AND TERRAZZO LTD.
Name of Tenderer

50 N. 4th Hamilton Ont.
Street Address of Tenderer, including postal code

[Signature]
Authorized Signature

ED. FORVATH
Please print name

(716) 387-0144
Telephone Number

Oct. 28 1988
Date of Tender

1988

THE CORPORATION OF THE CITY OF HAMILTON

FORM OF TENDER

SUPPLY AND INSTALL CARPET
HAMILTON CONVENTION CENTRE AND HAMILTON PLACE

E. A. Simpson, Esq.
City Clerk
City Hall, Hamilton

Dear Sir:

We, the undersigned, hereby agree to supply and install carpeting in accordance with specifications issued by the Manager of Purchasing October 11, 1988, at the following prices:

PART A - HAMILTON CONVENTION CENTRE

TOTAL PRICE INCLUDING
ALL APPLICABLE TAXES

To provide all necessary labour, materials and equipment necessary to remove carpet and other materials and install new, and to supply other related services as detailed in the specifications

\$ 230,215.00

PART B - HAMILTON PLACE

To provide all necessary labour, materials and equipment necessary to remove carpet and other materials and install new, and to supply other related services as detailed in the specifications

\$ 159,775.00

Discount allowed if awarded both Parts A and B

57

If order(s) awarded by November 4, 1988, number of days to commence

Part A - Hamilton Convention Centre _____

Part B - Hamilton Place _____

Can the installation dates be met for

Part A - Hamilton Convention Centre

To commence December 19, 1988 YES ☒ NO _____

Part B - Hamilton Place

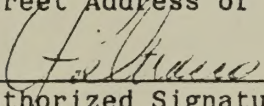
To commence week of December 26, 1988
and week of January 10, 1989 YES ☒ NO _____

STRADWICK'S 464265 ONTARIO LIMITED,

Name of Tenderer

730 UPPER JAMES STREET, HAMILTON, ONTARIO. L9C 2Z9

Street Address of Tenderer, including postal code


Authorized Signature

MR. ALBERT FELTRACCO.

Please print name

(416) 388-6346

Telephone Number

OCTOBER 27.

Date of Tender

1988

IT is hereby ordered by the court that the said

Part A - Exhibit A - be filed with the court

Part B - Exhibit B - be filed with the court

Part C - Exhibit C - be filed with the court

Part D - Exhibit D - be filed with the court

Part E - Exhibit E - be filed with the court

Part F - Exhibit F - be filed with the court

Part G - Exhibit G - be filed with the court

Part H - Exhibit H - be filed with the court

Part I - Exhibit I - be filed with the court

Part J - Exhibit J - be filed with the court

Part K - Exhibit K - be filed with the court

Part L - Exhibit L - be filed with the court

Part M - Exhibit M - be filed with the court

Part N - Exhibit N - be filed with the court

Part O - Exhibit O - be filed with the court

Part P - Exhibit P - be filed with the court

Part Q - Exhibit Q - be filed with the court

Part R - Exhibit R - be filed with the court

Part S - Exhibit S - be filed with the court

Part T - Exhibit T - be filed with the court

Part U - Exhibit U - be filed with the court

Part V - Exhibit V - be filed with the court

Part W - Exhibit W - be filed with the court

Part X - Exhibit X - be filed with the court

Part Y - Exhibit Y - be filed with the court

Part Z - Exhibit Z - be filed with the court

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25070	YELLOW
25071	BLACK
25072	LIGHT BLUE
25073	DARK BLUE
25074	LIGHT GRAY
25075	LIGHT GREEN
25076	DARK GREEN
25077	TANGERINE
25078	RED
25079	EXECUTIVE RED

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